

# Checklist For Course Instructors



HKBU Centre for  
Innovative Service-Learning  
- 創新服務學習中心



hkbusisl

cisl@hkbu.edu.hk  
3411 2472  
<https://cisl.hkbu.edu.hk/>



CENTRE FOR  
INNOVATIVE  
SERVICE-LEARNING  
創新服務學習中心

## Course Preparation

### 1. Review course syllabus



SL Rubrics

SL Manual

- include SL elements
- ensure students will spend  $\geq 10$  hours in the service project

### 2. Secure community partners



SL Manual (English Version / 中文版)

### 3. Seek consent

- to use photos for publicity purposes
- to share quality content on digital platforms
- all photos and videos taken for service-learning courses will be used by CISL and HKBU for promotional purposes



Photo Consent Template  
(English Version / 中文版)

Ethical Clearance Template

[More Reference Materials](#)  
[Detailed Timeline](#)

## During the Course

### 4. Introduce SL



"Introduction to SL at HKBU"  
PowerPoint



For Beginners: SL Manual



E-Learning Module  
for Students

### 5. Ask students to fill in the pre-test questionnaire

- after the add/drop period and before the first service activity



Service-Learning Questionnaire (Pre-Test)

### 6. Document activities with photos/videos



Photo Guidelines

### 7. Use props from CISL in photos



## After the Course

### 8. Provide reflection opportunities



Suggested Guiding Questions

### 9. Ask students to fill in the post-test questionnaire



Service-Learning Questionnaire (Post-Test)

### 10. Encourage students to participate in SL focus group



### 11. Evaluate with community partners



### 12. Share quality content online

CISL provides a platform to disseminate students' work



### 13. Settle all the reimbursement with FO within two months after the project end date

