<table>
<thead>
<tr>
<th>Time Schedule Release Date: January 21</th>
<th>IMPORTANT DATES</th>
<th>Community Partners</th>
<th>CBLR Office/Faculty</th>
<th>Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>Feb 11 - April 3: Students begin to register for classes</td>
<td>Feb 7: Outreach for positions</td>
<td>Office of CBLR in conversation with partners about courses and potential CBLR opportunities upcoming quarter</td>
<td>Office of CBLR corresponds with faculty about CBLR course logistics</td>
<td>Students meet with advisors and plan their schedules</td>
</tr>
</tbody>
</table>

### 8 weeks before quarter

**Week of February 7**

- **Feb 28:** All positions posted in EXPO
- **Mar 2:** Students begin browsing positions in EXPO
- **Mar 7:** Students can register for placements in EXPO

**Community Partners**

- Partners finalize and submit CBLR positions.
- Partners respond to student inquiries, schedule screenings and interviews.

**Office of CBLR**

- Corresponds with faculty about CBLR course logistics (class presentations, etc.).
- Students attend class orientation webinar, browse positions and take assignment survey

**Students**

- Attend on-site orientations and training, and plan to begin work.
- Students log CBLR hours

### 3-6 weeks before quarter

**Week of February 21 – March 7**

- **Mar 14-18:** Interview week. Partners decide on students by Mar 18
- **March 28:** 1st day of quarter. Placements begin

**Community Partners**

- Partners respond to student inquiries, schedule screenings and interviews.
- Faculty can choose to email course roster, announcing that CBLR positions are finalized and open for browsing.

**Office of CBLR**

- Staff present CBLR orientation
- Check in with students via email. Students who have questions or are experiencing challenges should visit the CBLR office.

**Students**

- Attend on-site orientations and training, and plan to begin work.
- Students log CBLR hours

### 1-2 weeks before quarter

**Weeks of March 14 and March 21**

- **Week One**
  - **March 28:** 1st day of quarter. Placements begin
  - Partners welcome students on-site, facilitate orientations and training, and set schedules with students
  - Office of CBLR staff present CBLR orientation
  - Faculty continue to check in with students about their CBLR projects. CBLR is integrated into course assignments.
  - Students who have not yet begun their placements should contact the Office of CBLR.
  - Students start to log CBLR hours

- **Week Two**
  - **Week of April 4**
    - Partners continue to facilitate orientations and training, and set weekly schedule with students.
    - Office of CBLR staff confirms CBLR student registration and follows up with those not yet connected with an organization
    - Students who have not yet begun their placements should contact the Office of CBLR.
    - Students start to log CBLR hours

- **Week Two to Three**
  - **Weeks of April 4 and April 11**
    - Faculty continue to check in with students about their CBLR projects. CBLR is integrated into course assignments.
    - Students who have not yet begun their placements should contact the Office of CBLR.
    - Students start to analyze and make meaning of CBLR work through course assignments. This continues throughout the quarter.

- **Week Four**
  - **Week of April 18**
    - CBLR begins conversations with faculty about next quarter CBLR courses.

- **Week Five and Six**
  - **Weeks of April 25 and May 2**
    - **May 4:** Mid quarter check in
    - Office of CBLR checks in with partners via email, including completing current student evaluations, and invitations to post positions for next quarter.
    - Email mid-quarter checklist
    - Faculty phone calls or surveys
    - Office of CBLR checks in with students via email. Students who have questions or are experiencing challenges should visit the CBLR office.

### Weeks Seven, Eight and Nine

**Weeks of May 9 – May 23**

- Optional: Visits to community partners and potential partners.

- **Week Seven, Eight and Nine**
  - Optional: Visits to community partners and potential partners.

### Week Ten

**Last week of classes**

**Week of May 30**

- **May 30:** Memorial Day Holiday
- **June 3:** Supervisors submit student evaluations

**Community Partners**

- Exit interviews, wrap up and finalize all projects. Offer in person appreciation and feedback to students.
- CBLR Office emails links for completing evaluations of current placements.
- Students complete their projects for quarter-long roles. Students are asked to complete an online survey about their CBLR experience via email

**Office of CBLR**

- Students are in final exams. Last
<table>
<thead>
<tr>
<th>Week of June 6</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><em>Summer Quarter:</em></td>
<td>Jun 14: Grades due from faculty</td>
<td>evaluations and positions</td>
<td>evaluations, and begin to prepare final grades</td>
</tr>
</tbody>
</table>