Steps to Getting Started

**Step 1: Contacting your site**

The site’s contact information may be accessed on utep.galaxy.com under the Service Learning tab. First select ‘Spring 2016’, then find your designated course. This will direct you to the available options for your class and their respective contact information.

Please, make sure to contact the person listed on the Site Information Card, set up an appointment and go over the following:

1. Semester volunteer schedule
2. Site Requirements
   a. Background Check; Application Process; Orientation/Training; etc.
3. Define volunteer goals and expectations

**Step 2: Throughout the Semester...**

Throughout the semester you will be responsible for **TWO** things:
1. Time Sheet (electronic & paper)
2. Reflection Sheet – electronic per visit

**Step 3: Finishing Up**

Deadline to turn in your completed Time Sheet is the end-date for your course on the CUE. You will turn in your [Timesheet](http://utep.edu/cce) to the Center for Civic Engagement (CCE) located in Benedict Hall, Room 101.

The CCE will submit a report to your professor indicating completed hours the following week.