



# Environmental Service Learning Registration Process



Center for Earth and Environmental Science



DEPARTMENT OF EARTH SCIENCES  
**SCHOOL OF SCIENCE**



## Who is CEES?

## What is CEES?

CEES is an applied research center housed within the School of Science and Department of Earth Sciences.



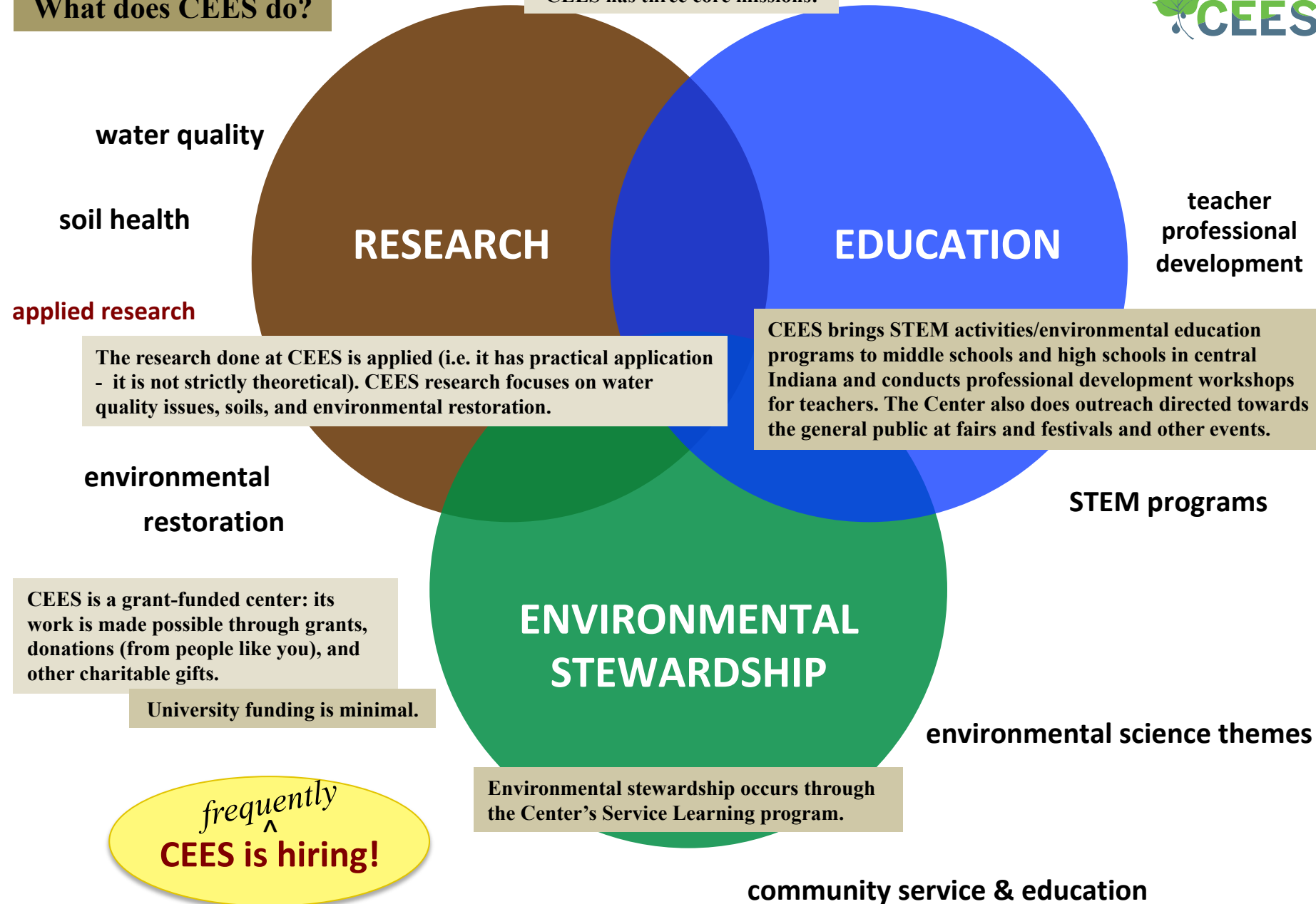
Center for Earth and Environmental Science



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# What does CEES do?

CEES has three core missions:



The research done at CEES is applied (i.e. it has practical application - it is not strictly theoretical). CEES research focuses on water quality issues, soils, and environmental restoration.

CEES brings STEM activities/environmental education programs to middle schools and high schools in central Indiana and conducts professional development workshops for teachers. The Center also does outreach directed towards the general public at fairs and festivals and other events.

CEES is a grant-funded center: its work is made possible through grants, donations (from people like you), and other charitable gifts.

University funding is minimal.

Environmental stewardship occurs through the Center's Service Learning program.

*frequently*  
**CEES is hiring!**



# Environmental Service Learning:

- Providing opportunities for *environmental stewardship* and *experiential learning*.
- Engaging in *dialog* about *environmental issues*.
- Introducing regional *natural areas*.
- Introducing *groups that maintain* these areas.
- Introducing issues to stimulate *changes in behavior* as well as *critical thinking* about **humanity's role** as an **agent of change**.
- *Restoring* and *improving* natural areas.
- *Mitigating* and *preventing* pollution.
- *Building* a sense of *community*.

## Education & Community Service

Aside from the obvious faculty requirement or extra-credit bribe?



## IMPROVE WATER QUALITY

... and some projects also result in improved water quality – both locally and regionally!

CEES's Service Learning program provides opportunities for all of the above . . . . .



# Service Learning Registration

You've decided that you want to participate in a CEES service learning project.



What should you do next?

## The Process . . .

How to Sign Up: go to <https://cees.indianapolis.iu.edu>



INDIANA UNIVERSITY INDIANAPOLIS



How to register for a project.

SCHOLARSHIPS / JOBS

# Center for Earth and Environmental Science

ABOUT

RESEARCH

EDUCATION PROGRAMS

SERVICE LEARNING

NEWS



## Environmental research, education and stewardship

Our vision is to grow into an international leader in environmental and natural resources management through our research programs, education and outreach, and public service and environmental stewardship.

[Read more about CEES](#)

Step 1. Go to the CEES web site.

FYI: CEES's environmental stewardship and education outreach activities are funded through grants and donations.

If you are feeling philanthropic, the donation button is at the bottom of the page.



Research



Education



Environmental Stewardship

# Select the Service Learning menu



## Center for Earth and Environmental Science

SCHOLARSHIPS / JOBS

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NEWS



Step 2. From the Service Learning menu, select **Current Projects & Events**.

### Environmental education and outreach

Our vision is to grow environmental and public awareness through our research, outreach, and public stewardship.

[Read more about CEES](#)

The menu has other important links.

- Current Projects & Events
- What to Expect
- Register
- Reflective Essay
- Faculty Sign-up
- FAQ
- Information and Resources

## Choose the Current Projects link

You can also access the **Register** and **Reflective Essay** pages from this menu. Those will be important later.



Research



Education



Environmental Stewardship



Step 3. Choose your project.

# Center for Earth and Environmental Science

Registration opens January 29.

- ABOUT
- RESEARCH
- EDUCATION PROGRAMS
- SERVICE LEARNING
- NEWS

Current Projects & Events

More Project Information

All Project Sites

Our Community Partners

DIY Projects

Other Service Opportunities

What to Expect

Register

Reflective Essay

Faculty Sign-Up

FAQ

Information and Resources

Home / Service Learning

## CURRENT PROJECTS & EVENTS

### Service learning projects and events

#### Spring 2025

Registration for fall service projects will open January 29.

There is no DIY project planned for spring 2025.

Pay attention to the date that registration opens. Do not try to register prior to that date.

#### Project information

- [Project descriptions, registration information, FAQs and more](#)
- [Learn about our project sites](#)
- [Learn about our community partners](#)
- [Instructions and resources for DIY projects](#)

Scroll down to see the project list.

Standard information will be provided for each project.



#### Project # - Name of Project

**Day:** date (rain date: date)

**Time:** 10:00 am to 1:00 pm\*

**Capacity:** #

**Location:** park/place name

**Activity:** what we will be doing

**Partner:** name of our community partner

When ready to register, select the **Register** link from the gray side bar or the drop-down menu.

Open/Available

Closed/At Capacity

Completed

These icons tell you whether a particular project is still open, has closed, or has been completed.

Step 4. Once you have chosen a project from the Events page, select **Register** from the side bar or the drop-down menu.

\* Some projects may take place at a different time.





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- Current Projects & Events
- What to Expect
- Register**
- Reflective Essay
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- Information and Resources

Home / Service Learning  
**REGISTER**

To ensure sufficient space for all who wish to participate, students are initially limited to registering for ONE\* project.

## Register for a service learning event



For in-person projects, **register for one event unless you have special circumstances** that allow you to register for additional events (multiple classes, class requires more than one event, or you are **enrolled in G-199**). The site will allow you to enroll in multiple projects if you have special circumstances. **Register for each event separately and contact us to have your multiple registrations approved.**

**\*Students enrolled in G-199 must register for multiple projects.**

If space permits (i.e. projects do not fill to capacity), students will be allowed to register for multiple projects.

Your instructors will be alerted – and a notice will be added to the projects page – if this occurs.

Additional projects may be added during the course of the semester. [Check the project page](#) occasionally for updates. If additional events are added, instructors of participating courses will be notified. Once projects have closed, registering as waitlist will allow us to assess the need for additional project(s).

Need an additional service project? [Consider non-IUPUI alternatives.](#)

Terms and conditions apply—read the [Assumption of Risk and Photo Release](#) ☒, give authorization and provide an electronic signature at the end of the registration page.

**Scroll down to reach the registration form.**



Scroll, scroll, scroll . . . .

## Service learning registration form

Fields marked with an asterisk (\*) are required.

### Project selection

Select the project/event you would like to enroll in. Choose "WAITLIST" if the project you want is not available on the project menu (projects not listed on the project menu are at capacity/closed), and you do not have a second choice project. If you have a second choice project, select your second choice project from the project menu AND your preferred project from the waitlist menu. You will be switched to your preferred project if space becomes available.

Projects \*

### Waitlist

Select if your desired project is **closed/at capacity**. You will be notified if you obtain a spot in the project.

See the [Projects & Events page](#) to find the current status of a project.

Waitlist

Waitlist Menu

### Your information

Your Name \*

First

Last

Email

Please use your university email address. You will receive a confirmation of your registration to this email address.

**Seriously. Please be careful when typing this field!**

\* You must fill in all fields that have a red asterisk.

NOTE. If all projects fill rapidly, and a large waitlist develops, additional projects may be added as needed. Check the Events page occasionally for additions.

Please make sure your email address is filled in accurately.



## What if my preferred project is closed?

If your 1<sup>st</sup> choice project is closed, go ahead and register for your 2<sup>nd</sup> choice project under the **Projects** menu AND also select your 1<sup>st</sup> choice project from the **Waitlist** menu.

If there is only one project you want, register as “waitlist” on the **Projects** menu, [check the Waitlist box](#), AND select your 1<sup>st</sup> choice project on the **Waitlist** menu.

# Online Project Confirmation

Once you have successfully registered, you will receive an email confirmation that looks something like this.

After you have successfully registered, you will receive a confirmation email.

Didn't receive an email? Check your junk folder.

Did you enter your email address correctly?

The confirmation email is "standard boilerplate" – specifics do not apply to all projects.

Example: 25 is not the set number of participants in all projects; some projects accommodate more people, some less.

To avoid overbooking, projects are "closed" before they are completely filled.

Wait listing is used to fill projects to capacity.



**REMEMBER:** If your 1<sup>st</sup> choice project is closed, register for your 2<sup>nd</sup> choice under the **project** menu - and **also register** for your 1<sup>st</sup> choice under the **waitlist** menu. If there is space available, you will be added to your 1<sup>st</sup> choice project.



You have registered for a service learning event. PLEASE READ THIS MESSAGE CAREFULLY

Provided (1) you have not chosen "waitlist", (2) you have registered at least 7 days before the event; and, (3) you are among the first 25 registrants, you will be added to the service learning registration list.

If you are wondering if you are among the first 30 registrants, check the confirmation page to see how many students registered for the same event before you. We make our best effort to close registration when the event fills and to accommodate everyone who has registered if there are more than 30 registrants; however, we cannot guarantee you a spot if an event is substantially overbooked.

In the case you cannot be accommodated, we will notify you as soon as we discover the overbooking (usually within a couple of days of your registration). No news is good news!

If you signed up for "waitlist", you will be notified if a space becomes available for an existing event or new events are added.

Information for each project can be found on the individual project page. Please investigate this page for resources, directions and any other necessary information.

Events are subject to change due to weather. Cancellations are made in advance as soon as possible and always by 7am of the day of the event, with the exception of poorly predicted rapidly changing conditions. We advise you to check our website and the email address that you provided prior to leaving the house the day of the event.

If you have questions, please email cees@iupui.edu. You should receive a reply within 48 hrs. (usually sooner) M-F.

If you do not receive a confirmation notice, you probably made an error when entering your email address.

Please make sure that you enter your email address correctly!

# Additional Information

Participants are taken in the order registration is received, so please sign up early – projects can fill quickly!

Submit online registration information **ONLY** once.

- If you make a mistake, email [cees@iu.edu](mailto:cees@iu.edu) with corrections.

If you need to cancel, do so in advance via email at [cees@iu.edu](mailto:cees@iu.edu) and reschedule.

- This allows your spot to be opened for someone on the Waitlist.

Now you wait for the day of the project.



# The Week of the Project

You will receive a reminder email with details about the event.

Map and driving directions.

The email will include.

Copy of the **Assumption of Risk waiver**.



You cannot participate without this waiver.



Minors must have the waiver signed by a parent or guardian.

The waiver is also a photo release. If you do not want to be photographed, please let the Service Learning Project Leader know when you arrive for the event.

Haven't received a reminder? Check your junk folder!

Reminder is typically sent out on Tuesday of project week.

# Project Day

Watch the weather forecast.

What if the weather is . . . . . horribly, awfully, terribly bad?

- the project may have a slightly delayed start
- the project may be cancelled and rescheduled to the rain date

If the weather is bad, but the system looks like it will clear within 30-60 minutes of the start time, the project may go forward.

If the weather doesn't look like it will clear, or field conditions are not conducive to accomplishing project goals, the project will be rescheduled.

**Project cancellations** will be posted by 8:00 AM of the project day: check your email the morning of the project – all project participants will be sent an email in the event of a project cancellation.

- event is automatically moved to the rain date (usually the following **Sunday**)
- **time may change** – watch your email

If the weather is questionable . . . . .

Can lead to project cancellation

Check your email for cancellation/rescheduling notice.

rain  
snow/ice  
flooding



# Weather Considerations

**Spring weather is notoriously unreliable.**

If you really, really need to do a service project, the last project of the term probably ought not be your first choice . . . . .

**If you need service learning credit as a course requirement, or you are really counting on it for extra credit . . . . .**

**. . . . . DO NOT DELAY registering for a project.**

**Register for one of the earlier projects so that in case something\* happens, you have time to do a different project.**

Be certain you can attend the rain date of your chosen project!

It might be needed!

- \* you get sick
- \* you get called into work
- \* you have an exam to study for
- \* you have a family emergency
- \* you have a class project to do
- \* you have a pet emergency
- \* there's a weather cancellation and you can't make the rain date



# Receiving Credit for the Project

**Be present the full 3 hours.**

Simply being present at the project site is not, in and of itself, sufficient: you have to do the work.

**Do the project work.**

**Complete the post-event online reflection.**

Absolutely 100% must complete the online reflection.

You will not receive credit for the project without it.

# What Is Needed for an Event?

- **Water – stay hydrated!**

Please bring your own water. Reusable bottles are kinder to the environment!

Cold weather? Bring a warm beverage.

Missing breakfast? Bring food.

**Pack in, pack out.**

**CEES does not provide transportation to/from the work site!**

**Carpooling to off-campus locations is encouraged.**

- **Dress appropriately!**

- **Tools & Gloves**

**CEES will provide all tools necessary to do the work.** This includes loppers (for honeysuckle removal), trash bags & trash tongs for trash removal, clip boards, writing implements, etc. CEES will also provide work gloves. You may bring your own tools and gloves, but they are your responsibility. **Tools that have a cutting surface that is always exposed (i.e. hand saws, chain saws) are not permitted.**

**\*Except cameras. CEES does not provide cameras.**



# What to Wear:

## Required:

- **long pants** and **close-toed, close-heeled shoes**

While stylish, ripped jeans are lacking the critical protective aspect that is the whole purpose of wearing long pants in the field.

- **denim = good; knits = not so good**

- **No ripped jeans**

Wearing shorts, a skort, or a skirt is fine, as long as you wear long pants underneath.

**Dress for the weather.**

**Protect your legs!**

**Protect your ankles!**

**Protect your feet!**

- **footwear**

- **full coverage and ankle protection**

- **boots (mud, hiking, snow)** are generally a good idea

- **thin-soled shoes . . . not good**

Dress for protection against thorns, poison ivy, etc.

Dress for the field - layering provides warmth while allowing you to remove layers to prevent over-heating.

Wear clothing that can be easily washed.

## Suggestions:

- **dress in layers** in cold weather
- **long sleeves = more protection**
  - warm weather - thorns, biting insects

- **sun protection**

Sun protection includes eyes and head, as well as neck, arms, and shoulders.

- **insect repellent**

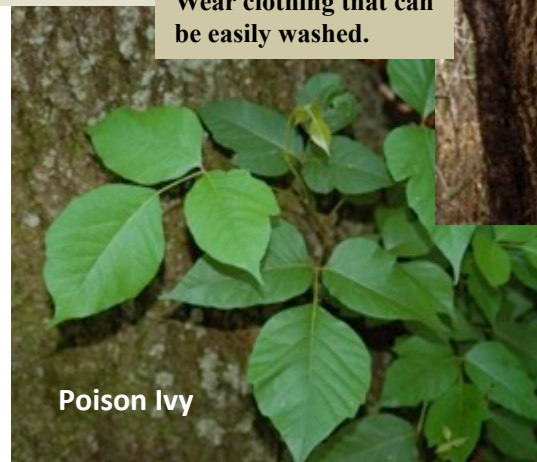
FYI: wearing garments that compress for a prolonged period in cold weather can make you feel colder. Some active wear does this.

Proper footwear is very important: keep your feet dry; protect against dangers such as broken glass, sharp metal.

Open-toed or open-heeled footwear, such as sandals or flip-flops, is not appropriate; students without appropriate footwear will not be allowed to participate.



Poison Ivy vine



Poison Ivy

Poison Ivy – a plant to be avoided . . .

. . . even in winter!

# Service Learning & COVID

## The Mask Question

**Depends on university policy.**

At the moment, masking or not masking is up to you.

*Do I need to wear a mask while taking part in a service learning project?*

- outdoors = reduced transmission risk

Masks are a good idea for certain Projects (due to the nature of the activity) – anything involving handling rotting wood, for instance, or dirt, dust, sediment, or other allergens.

*Other considerations . . . . .*

- nature of the project in question
- do you have a “sniffle” (please don’t share)
- pollen and other environmental allergens
- keeps your nose warm (cold weather)

Masks are often better than scarves for keeping your nose warm in cold weather!



Be mindful of your surroundings . . . .



Nature is not clickable . . . .

Misapplication of excessive attention to electronic devices can result in miscalculations and misfortunate mistakes that – with mischievous misadventure – compound miserable mishaps and foment misgivings as relates to missed opportunities to enjoy the miseenscene and other interesting miscellany in the natural world.

In other words, if you are constantly looking at your smart phone, you're going to miss a lot . . . . and be more likely to go on a misadventure . . . .

. . . . just sayin'.

Please: don't text and nature . . . . .

. . . . and no step on snek

Any snakes we might see will be more along the lines of a *judgmental shoelace*, rather than a *nope rope* or *danger noodle*.





# Questions ?

Contact:

**Dr. Victoria Schmalhofer**

[cees@iu.edu](mailto:cees@iu.edu)



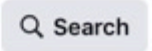
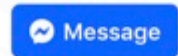
# Stay Connected!

Facebook: [www.facebook.com/CEES.IUI](http://www.facebook.com/CEES.IUI)



**Center for Earth and Environmental Science at IU  
Indianapolis**

897 likes • 955 followers



**Service Learning photos are posted to our Face Book page.**

**Interesting environmental science, ecology & geology themed material is posted as well.**



**Twitter:  
@CEES\_IUI**



MUCH LEARNING

VERY SERVICE

SO WATER

The Doge is no longer considered funny – alas!

‘Tis not a vibe.

Its humor has ceased to be.

This is an ex-meme.



AMAZE

SUCH CLEAN

WOW