

## **SERVICE LEARNING COURSE DESIGNATION FORM**

For a course to receive an “SL” designation, the service learning experience must:

1. Enhance the course learning outcomes through application of course content.
2. Be clearly outlined in the course syllabus and be related to at least one learning outcome.
3. Involve experience with a community-based organization\* during which the students work to meet needs identified in conjunction with the community organization.
4. Involve at least 10 hours of service for a 3-credit-hour-course (15-20 hours are optimal).
5. Involve continuous, challenging, connected, and contextualized reflection on the experience and learning (pre-service, during service, and post-service).

\*A community-based organization is defined as:

- Non-Profit Agencies (shelters, food banks, advocacy groups)
- Educational Institutions (schools, daycare centers, correctional facilities)
- Groups of people who share a common identity related to culture, economics, religion, age, health, etc. (churches, youth programs)
- For-Profit Agencies only when the primary purpose is providing a significant public service (hospitals, nursing homes)

**Process:** A faculty member seeking an “SL” designation for a course will need to submit the following information (see the attached form) to the chair of the respective department/division and to the Director of Service Learning ([apoeske@walsh.edu](mailto:apoeske@walsh.edu)):

1. **Introduction:** A brief description of how service fits with the course outcomes.
2. **Placement:** Desired site (or characteristics of a site and desired experience if specific site is not known) with which the students will work.
3. **Service Component:** A brief explanation of the desired service component (what the students will do, how many hours per month/semester, or product expected)
4. **Service Evaluation:** A brief explanation of how the faculty member will integrate the service learning into the course (discussion, journals, projects, presentations, research, etc) and how the **learning**, through service, will be assessed.

# **SERVICE LEARNING COURSE DESIGNATION FORM**

**Course Name:**

**Term:**

**Faculty Member:**

**Department:**

**Introduction:** A brief description of how service learning fits with the course learning outcomes (i.e. list the learning outcomes which align with and will be strengthened via service learning).

**Placement:** The name of the site(s) or groups(s) with which the students will work. If specifics are not known at this time, please note the intended organization(s) or experiences desired.

**Service Component:** A brief explanation of the service component (what the students will do, how many hours they will conduct over the semester, or product expected).

**Service Evaluation:** A brief explanation of how the service learning will be integrated into the course (in class discussions, journals, projects, presentation, research, etc) and how the learning, based on service, will be evaluated. What criteria and artifacts will be necessary to determine credit?

**Additional Comments/Requests:**

**Date Submitted:**

**Service Learning Designation Approval:**

**Department Chair Signature**

**Service Learning Director Signature**