

Service Learning Course Designation Application Instructions

In response to the strategic plan's key performance indicator (KPI) to "develop and implement methods to document number of university-sponsored Service-Learning courses," the Service-Learning Committee has created a process that will designate courses as service-learning through Banner. This process will serve two purposes.

- EKU's current strategic plan requires that the number of students enrolled in service-learning courses be increased. There is currently no systematic method of collecting that data. This process will enable the University to report data that will identify the number of service-learning courses being offered as well as the number of students enrolled in service-learning courses.
- This process will allow students to identify and register (or not register) for courses that have a service learning component. The Service-Learning Committee believes that the process identified will provide clear guidelines and standards for instructors wishing to offer service-learning courses.

New or existing courses that meet the EKU service-learning course criteria and are approved by the University Service-Learning Committee can be recognized as service learning courses with the designation of "S" after the course number. A single section of a course or the entire course can be eligible for this designation. For example, the Department of Government may have POL 101 (Introduction to American Government) and POL 101S (Introduction to American Government, Service-Learning). In order for a course to be designated as a service-learning course, the department chair must submit a completed Service-Learning Course Application form along with a sample syllabus to the chair of the University Service-Learning Committee.

In order to be eligible for approval a course must meet all of the criteria:

- Incorporate an experiential educational activity that is connected to academic content and is clearly described in the syllabus;
- Involve a service activity that meets an identified community need that students participate in, with a clear description of how the community need is or will be determined;
- Include reflective assignments that facilitates the connection between practice and theory and fosters critical thinking;
- Require students to participate in 5 hours of community service per credit hour (e.g. 15 hours for a 3 hour course) over the semester.

The application will be reviewed within 30 days from the date of submittal. Once a course is approved it may be designated as a service-learning course the following semester. If the department wishes for the "S" to appear after the course number, the normal procedure for a curriculum change must be followed. The Curriculum Change Form must be approved by the department, college, council on academic affairs, and any other relevant committee.

Service Learning Course Application

Department submitting application _____

Date of Submittal _____

Name of faculty teaching this course _____

Email _____ Phone _____

Course name and number _____

Number of credit hours _____

Check the appropriate box: New Course Existing Course

Will other sections of the course be offered without service-learning? Yes No

How many sections of the course will be offered? _____

What community organization/agency will the students be working with? How did you determine their need?

How many hours of service per semester will students be required to complete?

What reflective assignment(s) will students be required to complete?

Have you incorporated an experiential educational activity that is connected to academic content as described in the syllabus?

Yes No

Additional comments to complement the syllabus: _____

Service-Learning Committee Approval: Approved Denied

Signatures: _____

Kate Williams &/or Sara Zeigler, ECU Service-Learning Committee Co-Chairs