Designation Process for Service Learning Courses

**Introduction:**

In order for a course to be approved as a service-learning course, and designated as such by the University Registrar, faculty will need to review the course criteria and submit the following to the Service-Learning Advisory Committee:

1. A statement of intent and
2. A projected syllabus for the course.

Once a course is approved, it will not need to be re-evaluated, unless there are substantial changes to the service-learning aspect of the course.

**Process Description:**

* **Criteria:**  Faculty should first review the criteria for service-learning course designation and make sure that their idea will satisfy those criteria.  If not, faculty might consider developing a service-learning project.  The Service-Learning Advisory Committee and the Service-Learning Office are happy to help you coordinate and develop service-learning projects, ***but this approval process specifically addresses those courses that will be designated as service-learning courses by the Registrar.***
* **Chair Consultation:**  Before submitting a statement of intent, faculty should consult with their chair or director.  Chairs will be identifying courses for the Registrar that are to be designated service-learning, and so their early involvement in the approval process is crucial.
* **Service-Learning Consultation:**In order to build and maintain relationships with community partners, the Center for Service – Learning and Community Engagement coordinates all community engagement activities.  Please contact Alexandra Wills to discuss a community partnership:  Alexandra Wills,  Director, Center for Service – Learning & Community Engagement, willsa@apsu.edu
* **Statement of Intent:**Submit the [Statement\_of\_Intent.docx](http://www.apsu.edu/sites/apsu.edu/files/service-learning/Statement_of_Intent.docx) , with the chair’s signature, to the Service-Learning Advisory Committee.

The statement of intent enables the Service-Learning Advisory Committee to identify interests and needs and to offer their services in the development of the course. .

* **Sample Syllabus**:  After reviewing the Statement of Intent, the Service-Learning Advisory Committee will request a complete, albeit amendable, syllabus for final review.

**Timeline:**

In order for a course to be designated service-learning on the schedule, faculty will need to plan a service-learning course one year in advance.   Courses can be developed in less time than that, but the planning needs of the Registrar dictate looking 12 months into the future.  **If departments wish to conduct service-learning courses earlier, enrollment for those courses will need to be managed at the department level, and students enrolling will need to be notified that the course will involve some 13-15 hours of coordinated out-of-class work.  Department chairs and colleges can enroll students in such a course by permit only.**

SL Designation for Fall Semester

**1 October** **|** Statement of Intent to SL Advisory Committee

**1 November** **|** SL Advisory Board Committee Approval

**1 December** **|** Projected Syllabus Submitted

**15 December** | Approved Courses Submitted to Department Chairs

**January** | Course Scheduling for subsequent summer/ fall courses

SL Designation for Spring Semester

**1 February** | Statement of Intent to SL Advisory Committee

**1 March** | SL Advisory Board Committee Approval

**1 April** | Projected Syllabus Submitted

**1 May** | Approved Courses Submitted to Department Chairs

**July** | Course Scheduling for subsequent summer/ fall courses