Service-Learning Course Approval Form

Please complete this form and submit to Kate Stephens, Service-Learning Coordinator, at kate.stephens@usu.edu or TSC 318. The proposal must first receive the approval of the department head and college dean.

1. Date __________________________
2. Department ____________________________
3. Course Instructor: ____________________________
4. Phone: __________ email: __________ UMC __________
5. Course Title ____________________________
6. Number: _______ Course Prefix: _______ Credit Hours: _____
7. To be taught in term: ___________ Year: ___________
8. Please Check all Fields into which this course falls:
   ____  First Year Connections/SOAR
   ____  General Education
   ____  Depth Requirement
   ____  Breadth Requirement
   ____  Requirement for Major
   ____  Elective
   ____  Internship/Practicum
   ____  Graduate Level Course
9. This Course is: Proposed ____________ Existing: _________________________
   If an existing course, does it already have a Service-Learning Component: __________
10. Is the Service-Learning component of the course required? _________________
11. Number of Service-Learning Hours per student (15 minimum): _________________
12. What percentage of the final grade does Service makes up: _________________
13. Is this a:

_____ Service-Learning Class- every student in this section of the course is required to participate in the community engaged learning experience. The SL designation refers to a particular section of a course with a particular instructor.

_____ Service-Learning Option in Class- students are given a choice by the instructor to participate in a service-learning experience or some other equivalent assignment. The SL designation refers to a particular section of a course with a particular instructor.

_____ Service-Learning Course – every instructor teaching the course uses Service-Learning pedagogy. In some cases the department will create a standard Service-Learning syllabus for such courses. A Service-Learning course can have a required or optional SL experience.

14. Service-Learning Designation Criteria:

Outcomes: Please check all Service-Learning outcomes your course will meet. If these outcomes do not fully describe your course’s learning outcomes, please add your own. Include 1-2 sentences explain how your course meets each outcome checked. It is an expectation that all courses help to increase civic awareness, skills, and commitment. Additional resources can be provided by CCESL for courses that don’t inherently meet one of these outcomes.

_______ Civic Awareness - Depth of their thought and understanding of course material; Engagement with and enthusiasm for the course material

_______ Civic Skills - Oral and written communication skills, critical thinking, initiative, time management, organization, leadership, self-awareness, problem solving, and other job/life skills

_______ Civic Action – attitudes of responsibility towards the community and showing values of civic mindedness

_______ Other ____________________________________________________________

__________________________________________________________________
Reflection: Please explain how you will use reflection to enhance learning:

Service Opportunity: Please indicate which community partners you intent to work with. If you are unsure, please indicate possibilities. Explain how this service activity is addressing a real community need.

15. Please email a syllabus to kate.stephens@usu.edu that clearly demonstrates the S-L learning outcomes and the reflection assignments you will use.

Approval Signatures

Instructor

Date

Department Head

Date

Dean

Date

S-L Coordinator

Date