

February 1, 2009

To: Undergraduate Curriculum and Academic Policy Committee  
Tom Sav, Chair

From: Service-Learning Advisory Committee  
Cathy Sayer, Director of Service-Learning

Subject: Establishment of Institutional Service-Learning Definition and  
Course Designations

The Service-Learning Advisory Committee and the Office of Service-Learning request that the Undergraduate Curriculum and Academic Policy Committee and the Faculty Senate approve the attached policies for Service-Learning Courses:

- Wright State University Definition of Service-Learning
- Criteria for Service-Learning Courses and Sections
  - SRV Designation
  - SRV-I Designation
- Application Process for SRV or SRV-I Course Designation
- Application for SRV or SRV-I Course Designation

The SRV and SRV-I course designations are needed for several reasons. First, students need to know prior to registering for a course whether it has a Service-Learning component. Because such courses are likely to take students off campus, they need to be able to plan ahead and to adjust their schedules appropriately. In addition, a course with an SRV designation might involve a single event on a single day, so students also need the SRV-I designation so that they have some way of knowing when more time might be required.

Second, the University needs to be able to demonstrate and assess how we are achieving our mission to engage in “significant community service” and the progress we are making in the areas of our strategic plan that relate to Service-Learning.

Finally, several bodies external to the University have an interest in our institutional civic engagement. North Central Accreditation’s Criterion Five requires that we demonstrate and assess our work with the community; the Ohio Board of Regents Transfer Module now includes civic engagement as a learning outcome; Carnegie now offers an optional classification for Civic Engagement; and a President’s Honor Roll for Civic Engagement in Higher Education has been established. Being able to quantify and assess our Service-Learning will help us to meet the expectations of these very important groups.

Please approve these policies for the benefit of our students and our University.

## Wright State University Definition of Service-Learning

Service-Learning at Wright State University is a teaching and learning pedagogy that engages faculty, students, and community members in a partnership to:

- Achieve academic learning objectives
- Meet community needs
- Promote civic responsibility

## Criteria for Service-Learning Courses and Sections

Courses may be designated with one of two types of Service-Learning designations:

1. Service-Learning (SRV)
2. Service-Learning Intensive (SRV-I)

**SRV Designation:** To receive a designation of SRV, the course section must include Service-Learning work that:

- Meets course learning objectives
- Involves a reciprocal relationship with one or more community partners to identify the service objectives and student orientation requirements
- Includes reflection activities that integrate the learning from the service experience with the course content

**SRV-I Designation:** To receive a designation of SRV-I, the course section must include Service-Learning work that:

- Meets course learning objectives
- Involves a reciprocal relationship with one or more community partners, engaging the community partner/s in all elements of the Service-Learning work from planning to assessment, including but not limited to development of community identified service objectives, student orientation to the service project, and reflection opportunities
- Includes reflection activities that integrate the learning from the service experience with the course content
- Is integral to the course with the majority of the course grade being linked to the academic products of the Service-Learning experience

## **Application Process for SRV or SRV-I Course Designation**

SRV and SRV-I designations may be obtained for courses or sections of courses. To receive a designation of SRV or SRV-I for a course or section of a course,

1. The department chair (in the case of a course designation) or the course instructor (in the case of a course section) will submit to the Office of Service Learning by XXX [need this info from Registrar]:
  - a. A copy of the course syllabus
  - b. An application form signed by the chair (in the case of all sections of a course) or the faculty member and department chair (in the case of a single section)
2. The Office of Service-Learning will forward applications to the Service-Learning Subcommittee of UCAP. The subcommittee will consist of a representative from each of the colleges, the Director of General Education, the Director of the University Honors Program and the Director of Service-Learning.
3. The Service-Learning Subcommittee will review the application, make a determination as to the appropriate designation for the course, and communicate their decision to the Office of Service-Learning.
4. The Office of Service-Learning will communicate to the Office of the Registrar all courses and sections to be designated SRV or SRV-I.
5. When approval is for all sections of a course, the designation will remain in place until the Department Chair notifies the Office of Service-Learning that the course no longer contains a Service-Learning component.
6. For a course offering multiple sections, an application must be submitted each time a Service-Learning section is offered. If there have been no substantial changes to the syllabus from the previous application, the faculty member need only submit the course syllabus, and review will be conducted by the Office of Service-Learning. When substantial changes have been made to the syllabus, a complete application is required, and review will be conducted by the Service-Learning Subcommittee.

## Application for SRV or SRV-I Course Designation

Name \_\_\_\_\_

Course Title \_\_\_\_\_

Course Number \_\_\_\_\_

Max. Enrollment \_\_\_\_\_ Quarter Taught \_\_\_\_\_

Which type of service learning designation are you applying for?    SRV        SRV-I

Please answer the following questions:

1. Briefly describe the service learning project and the community need it will meet.
2. What learning objective/s will the service learning project help to meet? How?
3. Who are the community partners for the project? Describe their involvement (planning, supervision, feedback, evaluation, etc.).
4. Describe the orientation students will receive in preparation for the service experience and the service site.
5. Describe the reflection activities in which students will participate and how these will be assessed.
6. If you are applying for a SRV-I intensive designation, estimate the number of hours students will spend engaged in the service learning project.
7. Explain what academic assignments (readings, writings, presentations, etc.) will be linked to the service learning experience and how much of the grade will be tied to the service project.

Faculty Signature \_\_\_\_\_ Date \_\_\_\_\_

Chair's Signature \_\_\_\_\_ Date \_\_\_\_\_