



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