

MSU Service Learning Course Application Form

Email completed form and syllabus to Shawna Thomas sthomas39@murraystate.edu

Part I. Background Information:

Faculty Name _____ Department _____

Campus Address _____ Phone _____

Course Prefix _____ Number _____ Section _____ Credit Hours: _____

Will this course be taught with a significant service-learning component each time it is taught?

Yes No

How often is this course offered? every semester once per year every other year irregularly

Have you taught service learning courses previously? Yes No

If yes, please list courses: _____

Part II. Course Content Information:

Please describe the Service Learning project and planned assessment & reflection activities in the questions below. You can answer in either bulleted or narrative form (200 word max). Attach a copy of the course syllabus; the service learning component should be clearly delineated even if you have not yet identified a specific community partner.

1) Describe the service learning project and possible community partner(s). How will the experience meet a need in the community?

2) Describe how knowledge and skills from the discipline/subject matter will be used in the service learning project. Are the skills learned through the service experience transferable?

3) Describe students' opportunity to learn from a.) each other and b.) the community partner. Will the service recipients have an opportunity to provide feedback and engage in reflective discussion with either you and/or your students?

4) An important part of Service Learning is reflection. How will you have student reflect on the service project in terms of the skills/knowledge used and/or gained, as well as, how will this experience help students nurture a sense of shared community and civic responsibility?

5) How will the students be assessed on their service experience? (check all that apply) maintaining a journal and/or responding to journal prompts participation in discussions with other students and/or community partner(s) written presentation, poster, project, portfolio, and/or technical report oral presentation, poster, project, or technical report creative work (e.g., original musical or artistic work) other:

Part III. Certification:

I certify that Service Learning is a significant part of this course. Faculty Member

_____ Date _____ Department Chair

_____ Date _____ Approved

_____ Date _____ Coordinator for Service

Learning To be completed by the Service Learning Advisory Board: Date received:

_____ Syllabus attached: Yes No Approved Approved with revision Not

approved Date approved: _____ Date Sent to Registrar: _____

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Rubric for Evaluating Proposed Service Learning Courses

After you submit your Course Certification Application Form the Service Learning Advisory Board will evaluate the proposed course based upon the following 8 criterion. Proposals may be returned for revisions if modifications are suggested by the board.

1. Knowledge & skills from the discipline inform the service experience.
2. The service learning experience clearly relates to the subject matter of the course.
3. Service is directed toward an identifiable need in the community.
4. Students will gain a sense of civic engagement and responsibility by seeing how they can contribute to a need in the community.
5. Adequate time for quality reflection on the service (both individually and as a class) experience is provided.
6. Students have the opportunity to learn from each other during the course of the experience
7. Service recipients (i.e., community partners) have an opportunity to provide feedback and engage in reflective discussion with the students and faculty member concerning the service provided.
8. The service experience is a substantive part of the course and the student's formal evaluation and/or assessment.

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