



## SERVICE-LEARNING COURSE DESIGNATION PROCEDURE

### WHAT IS THE “S” DESIGNATION?

Academic courses utilizing the service-learning pedagogy may be designated in the Schedule of Classes and on official transcripts as having a service-learning component, pending approval according to the applicable department and college curriculum process. The service-learning (“S”) course designation is beneficial because it (1) helps students identify a course as a service-learning opportunity, (2) enables your students to demonstrate community service experience on their transcripts, and (3) helps the university to document, promote and coordinate its service-learning experiences.

Service-learning within an academic context is not simply a matter of adding community service to a traditional course; it requires a thoughtful and strategic restructuring of course materials so that the community service is *fully integrated* with student learning objectives and other learning strategies being used. While course structures will vary depending on the nature of the course and the service experience, every service-learning course should meet these three basic criteria: (1) enhances student academic and civic learning through explicit connections to course content and structured reflection; (2) provide relevant and meaningful community service; and (3) be conducted in a manner that is responsible to both our students and the community.

The checklist provided under Part II of the Service-Learning Designation Request Form is intended to help ensure these criteria are being met. For more detailed information, and suggested resources, download the “Guidelines for Developing and Evaluating Service-Learning Course Syllabi”: [http://academic.csupomona.edu/ccsl/course/course\\_forms.htm](http://academic.csupomona.edu/ccsl/course/course_forms.htm).

### INSTRUCTIONS FOR ATTAINING THE “S” DESIGNATION

#### Initial Designation:

Instructors wishing to obtain an “S” designation for their course *for the first time* must complete the Service Learning Course Designation Request form (see pages 2 and 3 of this document) and secure the signatures of their Department Chair and Dean. In order to appear in the printed schedule of classes, request forms (with signatures, if applicable) must be received in the Center for Community Service-Learning (CCS-L) by 5pm on the date noted below (in bold).

To help ensure that this deadline is met, we recommend that you submit requests to your department chair *at least one week in advance of the due date* and that you contact CCS-L (no later than the due date) to make sure that your request was received.

For initial or periodic S designation requests:	Submit to CCS-L with required signatures no later than 5pm:
For Fall courses:	<b>April 1</b>
For Winter courses:	<b>September 1</b>
For Spring courses:	<b>December 1</b>
For Summer courses:	<b>March 1</b>

For more information on service-learning in general, or for assistance in developing your

service-learning experience, please contact the Center for Community Service-Learning at 909.869.4269 (building 1, room 113), or visit our website at <http://www.csupomona.edu/~servicelearning>.

Service-learning agreements with your community partner must be signed and on file. CCS-L will assist you with this process. If the community partner does not have worker's compensation insurance (ie, if they have no employees), Cal Poly can cover them under its own worker's compensation policy. In these cases, in addition to the signed agreement, to ensure coverage the Office of Risk Management must be notified before the beginning of the quarter and a list of the students enrolled in the class must be submitted to Risk Management once the quarter commences. The agreement template can be found at: [http://academic.csupomona.edu/ccsl/docs/Service\\_learning\\_agreement.doc](http://academic.csupomona.edu/ccsl/docs/Service_learning_agreement.doc)

**Please note that an S designation will not be given unless a service-learning agreement is on file and up-to-date in accordance to official campus risk management policy.**

Each student must also sign a learning plan. CCS-L have developed a form which can be modified to fit your particular course and project. Completed forms should be submitted to the CCS-L office where they will be kept on file for one year. Sample agreements and learning plans are available at: [http://academic.csupomona.edu/ccsl/\\_docs/Learning\\_plan.doc](http://academic.csupomona.edu/ccsl/_docs/Learning_plan.doc)

**Subsequent designation:**

Instructors wishing to obtain an "S" designation for a course that has previously been offered with this designation within the last five years should contact their department scheduler directly to place the "S" designation on the course. The Center for Community Service-Learning requests that a new syllabus be submitted when there are changes to the service-learning components of the course (community partner, service activity, reflection assignment, etc.) as originally submitted. For all courses, the Center for Community Service-Learning requires that a Service Learning Course Designation Request Form be resubmitted every five years.

In addition, the service-learning agreement with the community partner that is on file must be up to date; contact the Community Collaboration Coordinator to confirm. If the previously signed agreement has lapsed, the Community Collaboration Coordinator will assist you to ensure that a new agreement is in place prior to the beginning of the quarter. Students in each class should complete learning plan forms. Completed forms can be submitted to our office where we will keep them on file for one year.



## SERVICE-LEARNING COURSE DESIGNATION REQUEST<sup>ii</sup>

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### PART I: BASIC COURSE INFORMATION

1. Course Subject & Number (e.g., EWS280):

2. Course Name:

3. Name of Community Partner:

4. Type of Community Organization:

- Non-profit       Faith-based       K-12 School     Other: (please specify)  
 Small Business     Govt. Agency       Voluntary       Varied: (please specify)

5. Number of Units, by Section Type: (check all that apply)

- Lecture      units      Designate as service-learning?     Yes /  No  
 Lab          units      Designate as service-learning?     Yes /  No  
 Activity      units      Designate as service-learning?     Yes /  No

6. Are all students required to participate in the service component?     Yes /  No

7. Instructor and Section Information:

Year:

Quarter:

Instructor:

Email:

Phone:

*If known, please list Section Numbers for All Sections to be designated as Service-Learning:*

Lecture(s):

Lab(s):

Activities:

8. Service-Learning Agreement:

A Service-Learning Agreement is on file at the Center for Community Service-Learning?     Yes /  No

(Please note that a designation will not be given if an agreement is not on file. Contact the Center for Community Service-Learning for assistance at (909)869-4269.)

## PART II: THE SERVICE-LEARNING COURSE SYLLABUS

Every Service-Learning Course should (1) enhance student academic and civic learning enhances student academic and civic learning through explicit connections to course content and structured reflection; (2) provide relevant and meaningful community service; and (3) be conducted in a manner that is responsible to both our students and the community. To help ensure that these criteria are being met, the Center for Community Service-Learning recommends that your service-learning course syllabus meet the following guidelines. For more detailed information, and suggested resources, download the Guidelines for Service-Learning Course Syllabi: [http://academic.csupomona.edu/ccsl/course/course\\_forms.htm](http://academic.csupomona.edu/ccsl/course/course_forms.htm).

When submitting your designation request, simply attach your syllabus<sup>i</sup> to this application (checking first that it meets the following guidelines). *OR*, if your syllabus is not prepared, explain in a separate memorandum how the criteria and guidelines will be met.

9. Does your syllabus:

- a. include service-related learning objectives?  Yes /  No
- b. describe the connection between the service activities and the academic components of the course?  Yes /  No
- c. include a description of how students will engage in structured reflection?  Yes /  No
- d. incorporate the service activities into the grade requirements for the course?  Yes /  No
- e. describe the community partner and the nature of the service activities?<sup>i</sup>  Yes /  No
- f. describe the significance of the service activities to the community partner and/or community issue?<sup>\*</sup>  Yes /  No
- g. describe the students' responsibilities, and any associated risks, as they relate to the service activities? (OR, are students required to complete a Student Learning Plan)  Yes /  No
- h. describe how the students' work will be disseminated back to the community?  
 Yes /  No /  Not applicable

10. Do the service activities provide direct benefit to a local community? (e.g., by working with non-profit/faith-based organizations, K-12, small businesses, or other local agencies?)  Yes /  No

## PART III: CONSULTATION<sup>ii</sup>

Department Chair: \_\_\_\_\_ Date: \_\_\_\_\_

Dean: \_\_\_\_\_ Date: \_\_\_\_\_

Dean's Office: Please submit to the Center for Community Service-Learning (room: 1-113, fax: 415) for processing. Requests must be received no later than 5pm on due date (see page 1

<sup>i</sup> If supplemental handouts are being used to describe the community service partner and/or activity, please attach handouts with the course syllabi (or describe in memorandum).

<sup>ii</sup> Required only for courses that do not currently have a service-learning designation, or courses that have been altered in a significant way since their last designation.