



Service learning is a teaching and learning approach that integrates community-based projects with academic studies to enrich learning, teach civic responsibility, and strengthen the communities in which we live and work. A summary of program types is included at the end of this form to aid in the creation of service learning opportunities. The document was found on the William & Mary University's Sharpe Community Scholars website and is an excerpt from *Fundamentals of Service Learning Course Construction* by Kerrissa Heffernan.

Please indicate if your course is new or existing:

I have created a brand new course that I would like designated as service learning.

FOR NEW COURSES: This form does not supersede any other processes or forms required for new courses. This form should not be submitted until the course has been approved by the UCCC.

I would like to designate an existing course as service learning.

FOR EXISTING COURSES: If your application is approved, you need to remind the appropriate administrator in your academic unit to create a service learning section number (225-229) for your course when they create the relevant semester's course schedule. You must reapply for designation every semester you want to offer a service learning section of your course.

COURSE INFORMATION

Course Title:					
Subject:		Course #:		Term:	
Instructor:					
Community Partner Organization(s):					
Contact Name:		Phone:		Email:	

REQUIRED ATTACHMENTS

Please attach 1) a course syllabus and 2) a brief description of the service learning project. Be sure to include mention of structured reflection assignments and the nature of the work students will do during their required 25 hours of service over the duration of the course.

Faculty Signature

Date

Chair Signature

Date

Dean Signature

Date

ELCE Signature

Date

You will be notified of the dis/approval of your application no less than one week prior to the first day of registration for the relevant semester.

If you receive approval, please remember to add the service learning section to your course schedule. Service learning section code is EC.

Funding for Service Learning

The Office of Experiential Learning and Community Engagement (ELCE) offers financial incentive for the creation of new service learning opportunities and partnerships as well as financial support for projects with exceptional reach and impact.

Incentive Funding

First-time-offered course with service learning designation: \$1000 additional compensation paid at the end of the term after all required documentation has been submitted

Previously offered course with first-time service learning designation: \$750 additional compensation paid at the end of the term after all required documentation has been submitted

Previously offered course with previous service learning designations but most recent iteration involves a new community partner: \$250 additional compensation paid at the end of the term after all required documentation has been submitted

Financial Support

A faculty member whose course does not qualify for any of the incentive funding but has received service learning designation can apply for support funding up to \$500 to cover any expenses incurred during development and execution of the project.

How to get paid

Faculty who qualify for **incentive funding** will be notified when their applications for designation are approved. There is no additional application process for incentive funding, but there are requirements that must be fulfilled to receive payment.

Financial support can be requested through the application found on the Faculty Resources page of the Service Learning website <http://www.uno.edu/service-learning/faculty-resources>