Once you have developed your course, identified an appropriate Community Partner, and developed a project, there are four more steps to gaining Service Learning designation and qualifying for the $2000 stipend:

1. Submit Service Learning Application Form
2. Visit project work site, submit Site Assessment Form
3. Submit Faculty Assessment
4. Submit students' Work Hours Verification Forms

All forms are available on the “Faculty Resources” page of the Service Learning website (http://www.uno.edu/service-learning/faculty-resources.aspx)

REMEMBER:

- You must submit a new Service Learning Application Form each semester you offer the course.
- You must visit the work site and submit a completed Site Assessment Form each semester you offer the course, even at sites where students previously worked.
- Failure to complete either of these steps will render you ineligible for the $2000 stipend that semester and students will not receive service learning credit on their transcripts.