**SERVICE LEARNING COURSE PROPOSAL**

**COVER SHEET**

Instructor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Course: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Community Partner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Community Partner Contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please attach:

* **Course Design Protocol:** A detailed explanation of the course assignment and how it relates to a service learning methodology
* **Assessment tool(s):** Strategies and documents that will be used in the evaluation of the service learning activity, linking the service learning activity to the curriculum and desired student outcomes for the course
* **Master syllabus and Course Syllabus**
* **Signed Community Partner Agreement**
* **Signed Dean Support Status**

***Checklist of Service Learning (SL) methodology:***

Preparedness: What will you build into the project to prepare your students for the community experience? Include academic, professional and cultural competencies.

Action: What action will occur between the student and a community partner or agency (partner,) and how is it linked to the master syllabus’ learning outcomes?

Reflection: What activities in your estimation would constitute an appropriate form of reflection for your course/discipline?

Celebration: The SL Program will host a yearly event to recognize the student participants (and community members, if appropriate) in some manner. This event will include certificates.

Evaluation: What assessment tool(s) will you put in place to evaluate the student and your partner’s performance during the project?