



Service Learning Course "S" Designation Application

Service learning links academic study and civic engagement through thoughtfully organized service that meets the needs of the community. This service is structured by and integrated into the academic curriculum, which provides opportunities for students to learn and develop through critical reflection. The university recognizes service learning courses with an official “S” designation.

The Service Learning Program welcomes course submissions from all colleges, departments, and instructors. To apply for an “S” designation, please submit your application by **Thursday, October 3, 2019** for courses that will be offered in **spring and summer 2020**. The application is due in early **October** to allow for the committee to make recommendations prior to the early registration dates. **The applications can be submitted via e-mail attachments to servicelearning@ttu.edu.**

Please include the following:

Cover Page: course name, course prefix, course number, section number, semester and year to be

offered. The instructor(s) should also indicate if the course meets a core curriculum requirement (and the designated category).

- ☐ **Course Narrative:** To help the committee understand the course and how your service learning pedagogy is incorporated into your course, please review the “Course Narrative Guide” and thoroughly explain how your course embraces critical reflection, meaningful service, civic awareness, and evaluation as it relates to service learning. Complete narratives should be between 500 to 1000 words. Please attach your narrative as a PDF or Word document.
- ☐ **Course Syllabus:** Please attach your service learning course syllabus. To help facilitate the review process, please be sure to **highlight in yellow** the service learning components in your syllabus. Review the “Service Learning Syllabus Guide” for suggestions on the components and areas in which the review committee will expect to find service learning elements.
- ☐ **Supporting Documentation (Optional):** Please attach any documents that would not be included in your syllabus. The documents could be but are not limited to specific questions or guidelines for students’ reflection, the community partner selection process, assignment or project descriptions, or anything else that you think will help the committee understand how you will guide your students through this service learning course.
- ☐ **Acknowledgement of Support:** Your application must include a letter or notification of support from your department chair for your service learning course. A sample letter which may be used as a template can be found on the “S” Designation website.

Please submit all application documents (cover page, course narrative, course syllabus, supporting documentation (if necessary), and the chair’s acknowledgment of support) via email to servicelearning@ttu.edu.

Attached with this application are rubrics which will be used by TLPDC’s service learning review subcommittee to score your application. We encourage you to use the following rubrics as a guide while completing your application.

Service Learning: Evaluation of “S” Designated Courses Rubric

Course Name: _____ Instructor(s): _____ Evaluator’s Name: _____

Required Components	Lacking or Absent	Present but Insufficient	Adequately Developed	Strongly Developed	Comments
Course Narrative					
➤ Critical Reflection • Incorporation of critical reflection • Activities/assignments used to foster reflection • Guidance/assessment of reflection	0	1	2	3	
➤ Meaningful Service • Type of community partner (CP) • Identification/selection of potential CP • Anticipated impact on the course, community and student • Facilitation of reciprocal relationship	0	1	2	3	
➤ Civic Awareness • Relation to/enhancement of course curriculum • Connection to “S” designation learning outcome • Encouragement of civic awareness	0	1	2	3	
Course Narrative Total:					

Recommendations for the application: _____

Required Components	Lacking or Absent	Present but Insufficient	Adequately Developed	Strongly Developed	Comments
Syllabus/ Supporting Documentation					
➤ Overall Service Learning • Cohesive integration of service learning ▪ Critical reflection ▪ Meaningful service ▪ Civic awareness and evaluation	0	1	2	3	
➤ Assessment • Service learning present in other learning outcomes • Service learning outcomes related to assessment • Due dates/timeline	0	1	2	3	
Is the S" designation learning outcome stated " <i>Students will be able to demonstrate connections between course content, their service experience and community engagement</i> " Yes ___ No ___					
➤ Project Description • Activity/Engagement • Explanation/full • Introduced, executed, evaluated, and completed • Time commitment	0	1	2	3	
➤ Alternative Assignment • Non-service alternative option • Instructor approval	0	1	2	3	
Syllabus/ Supporting Documentation Total:					

Course Narrative Total + Syllabus/ Supporting Documentation Total = _____

- ☐ **Pass (21-19)**
☐ **Resubmit with revisions (16-13)**
- ☐ **Pass with recommendations (18-17)**
☐ **Requires further development (12 or less)**

Recommendations for the application: _____
