Date

“S” Designation Review Committee

Teaching, Learning, and Professional Development Center

Service Learning Program

Dear Review Committee

Please accept this letter in support of (Professor’s name) application for the “S” Designation for the (name course). (Professor’s name) has been teaching in the (department’s name) and has demonstrated the importance of utilizing the service-learning pedagogy in (his or her) teaching.

Dr. (name of professor) considers the pedagogy an essential component of the course which provides the students with hands-on experiences. Therefore, our department understands the integration of service-learning into the classroom which provides the students an experiential learning opportunity while learning about their community and serving an identified need.

It is without hesitation that I should recommend (professor’s name) application to be approved for the official service-learning “S” Designation. Our department fully supports this endeavor. If you have any questions or concerns, please contact me at (department phone number) or (email address).

Thank you for your consideration. Sincerely,

Name of Chair

Department