



Service-Learning Course Designation Approval Process

Purpose: *provide structure & accountability in ensuring meaningful and reciprocal service-learning experiences*

NEW ACADEMIC SERVICE-LEARNING COURSE DESIGNATION PROCESS

1. Faculty member expresses interest in developing a service-learning course.
2. Faculty member schedules a meeting with the Director of the Center for Academic Service-Learning to discuss possibilities and process.
3. Service-Learning staff provide faculty with packet of information about service-learning and refers the faculty member to the Service-Learning Course Designation Worksheet.
4. Faculty member completes the worksheet and notifies the CASL director (may be done in collaboration with the director). Academic department's Chair or Dean is CC'd.
5. CASL staff reviews the submissions and works with the faculty member to further develop, if needed.
6. Service-Learning Advisory Board (composed of faculty, community partners, & campus partners) is available for review and feedback of service-learning course designation submissions. This part of our practice ensures accountability and alignment with the APU academic service-learning standards.
7. Faculty member is notified of the approved plan and timeline.
8. The academic department's Chair or Dean is notified.
9. The academic department notifies the Registrar's office that the "Service-Learning Course" designation should be assigned to the course. This designation will appear on official APU transcripts.
10. Faculty member and CASL staff work together on the details of the project and partnership.

TIMELINE FOR NEW COURSES

Fall Term	Spring Term	Summer Term	<i>Timelines are tied to the beginning of the following semester's scheduled academic advising period: fall advising in Mar; spring advising in Oct; summer advising in Feb</i>
Feb 15	Sept 15	Jan 15	Service-Learning Course Development Worksheet draft submitted to the Center for Academic Service-Learning
Feb 28	Sept 30	Jan 31	submissions reviewed
March 1	Oct 1	Feb 1	department Chairs/Deans notified for approval
March 5	Oct 5	Feb 5	department submits request for "Service-Learning Course" attribute to be assigned

ACADEMIC SERVICE-LEARNING COURSE DESIGNATION RENEWAL PROCESS

1. In three year intervals, the Center for Academic Service-Learning will request that faculty submit an updated Service-Learning Course Development Worksheet (or more frequently, as needed).
2. In order to ensure accurate information, revisit community partnerships, deepen student learning, create space for further development, and to support faculty well, a similar process will be in place for designation renewals.

● advocate ● collaborate ● support ●

Questions? contact Michelle LaPorte: mlaporte@apu.edu or 2824