Service Learning for Faculty

General guidelines to ensure a successful and effective service learning course, partnership and student learning experience with Community Engagement Center

Community Engagement Center provides a variety of faculty support services, including identifying opportunities for community based research, consultation and participation in conferences, special events and more. We offer additional support through Faculty Fellows. Faculty Fellows work to further community engagement opportunities within individual courses, help expand the University’s and community’s awareness of community engagement activities at the University and facilitate research on community engagement efforts across the University.

Community Engagement Center staff are available to assist interested faculty with developing a service learning course, syllabus, outcome assessment tools, and reflection; integrating community based learning into your retention, tenure, and promotion file; scholarship/research; and more.

New Faculty:

1. Review the Community Engagement Center website for an overview of service learning and Community Engagement Center’s services.
2. Schedule a meeting with Community Engagement Center staff to discuss:
   - Learning goals and objectives of the course;
   - Type of service learning projects that compliment the learning goals and objectives;
   - Whether the course is optional or required and the pros and cons of each;
   - Number of hours students will commit to the service learning project;
   - Prospective community partners;
   - Advantages of Service Learning Risk Management services offered exclusively through Community Engagement Center for faculty, students and community;
   - Writing an effective letter of introduction of service learning course to potential community partners. Examples at www.csus.edu/cec/
Service Learning for Faculty

*General guidelines to ensure a successful and effective service learning course, partnership and student learning experience with Community Engagement Center*

**All Faculty:**

*For each service learning course:*

1. Select a community partner:
   - Community Engagement Center will work as the liaison between selected community partners and faculty to establish the partnership as a service learning placement site.
   - Community partners must be selected from organizations that have a Service Learning Agreement with the University in order to provide risk management coverage for faculty and students.
     - Community Engagement Center has service learning agreements with over 60 agencies from which faculty can select community partners.
     - Each partner has agreed to provide orientations, training (if necessary), and site supervision for service learning students placed with them, and will identify whether fingerprinting and/or TB test are required.
   - Community Engagement Center staff strongly encourages faculty to meet with each community partner before sending students to their site. Community Engagement Center will facilitate this process.
   - Requests for new partnerships must be received at least 10-12 weeks before desired semester.

2. Submit a Faculty Course Profile (FCP) on Community Engagement Center website at [www.csus.edu/cec/](http://www.csus.edu/cec/).
   - Completion of the FCP registers your course as service learning through Community Engagement Center and identifies your selected community partner(s).
   - Submit an electronic copy of syllabus by email to eecenter@csus.edu. Include language about service learning assignment in syllabus. This information may be provided to potential community partners and is kept on file for risk management purposes.

As a faculty support program the Community Engagement Center is here to support you in the development and sustaining your service learning course.

Please contact Community Engagement Center at 278-4610
Email: eecenter@csus.edu
Library 4028
Faculty Service Learning Checklist and Timeline

Community Engagement Center has developed a checklist as a reference for service learning faculty partnering with our office.

Pre-Semester (Two-Three months ahead)
- Contact Community Engagement Center (916-278-4610 or cecenter@csus.edu)
- Meet with new community partners and contact existing community partners
- Schedule on-site orientations with community partners
- Register service learning courses/sections online with Faculty Course Profile
- Include service learning language in syllabus

Semester Timeline

Beginning of the Semester
- Weeks 1-3 Community Engagement Center administers risk management forms to students who must attend Service Learning for Students: Getting Started (Schedule available at www.csus.edu/cec/)
- Weeks 1-3 Students complete online Service Learning Survey – Pre-service (Community Engagement Center sends faculty via email)
- Weeks 2-4 Students cleared for direct service attend onsite orientation at community partner placement (Faculty schedules before the semester with community partner)

Middle of the Semester
- Weeks 3-14 Students participate in regular ongoing service
- Weeks 3-14 Faculty is in contact with community partner via phone and email
- Weeks 3-14 Students regularly reflect on service and connect to course content

End of the Semester
- Weeks 14-15 Students end service and complete time logs, obtain site supervisor and faculty signatures
- Weeks 14-15 Students submit completed time logs to Community Engagement Center, Library 4028 (Faculty can request students provide photocopy for faculty grading)
- Weeks 14-15 Students complete online Service Learning Survey – Post-service (Community Engagement Center sends faculty via email)