**Course (Dept & Number):**

**Service Learning Designation**

**Syllabus Review Form**

**Contact Person:** **Email:**

**Date Submitted:**  **Date Reviewed:**

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|  | **Service Learning Designation**  **Required Syllabus Items** | **Yes, no additional information necessary** | **Yes, but requires some clarification and resubmission** | **No; revision & resubmission of syllabus is needed** |
| 1. | Contains explicit reference to the course having a Service Learning component. |  |  |  |
| 2. | Provides CSUS definition of Service Learning **(see supplemental instructions, next page).** |  |  |  |
| 3. | Indicates use of Campus-wide Service Learning outcomes **(see supplemental instructions, next page).** |  |  |  |
| 4. | Indicates that students are required to complete an online orientation via CECconnect. |  |  |  |
| 5. | Indicates that students are required to download and complete a Student Learning Agreement from CECconnect (options: note on calendar of due dates or in description of SL component). |  |  |  |
| 6. | Indicates that students may be required to complete a final evaluation of Service Learning site (option: indicate in description of SL component). |  |  |  |

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|  | **Recommended (Best Practices) Syllabus Items** | **Present** | **Not present** |
| 7. | Contains general policies related to Service Learning **(see supplemental instructions, next page).** |  |  |
| 8. | Contains a description of the Service Learning experience/project, including connection to course content, discipline/social/civic learning goals, and intended benefits. |  |  |
| 9. | Briefly describes the structured reflection component. |  |  |
| 10. | Briefly describes assessments related to Service Learning. |  |  |
| 11. | Indicates due dates for students to complete the online Service Learning Orientation (CECconnect). |  |  |
| 12. | Indicates due dates for students to submit, online, a signed Time Log. |  |  |

**Supplemental Instructions for Service Learning Designation Syllabus Review**

**Instructions to Faculty:**

1. Please include items #1 and #2 below (The definition of Service Learning and the Service Learning Outcomes, respectively) in your Service Learning syllabus as part of the requirements to attain the Service Learning Course Designation.
2. We highly recommend that you also include item #3 (General Policies related to Service Learning) in your syllabus, though it is not required.

# Service Learning Definition (FS 15/16-64/EX Academic Internships and Service Learning Policy):

Service Learning is a pedagogical strategy that faculty use to help students deepen their understanding of course material by requiring students to participate in on- and off-campus activities and experiences at a business, non-profit, or governmental setting (also known as community partners). Structured reflection is the vehicle for linking service to academic content and assessing student learning. In Service Learning, students are asked to articulate how the service experience affirms, expands, integrates, or calls into question the academic content of the course. This form of experiential learning is mutually beneficial to the student and the community partner.

# Service-Learning Outcomes:

# Students who apply themselves fully to the Service Learning component of this course should:

* Develop appreciation for the diversity of communities that make up Sacramento1
* Develop an understanding of the local social problems facing our community1
* Feel connected to the course content, the major, and the field of study2
* Develop skills at working with others effectively3
* Develop new social connections at the university

**Note:** *The above service learning outcomes are also linked to the following Sacramento State Baccalaureate Learning Goals (see superscripts above and footnotes below):*

# 1Personal and Social Responsibility 2Competence in the Disciplines 3Intellectual and Practical Skills

1. **General Policies related to Service Learning (Highly recommended for inclusion in the syllabus):**

At Sacramento State, Service Learning and other community engaged activities are supported by the Community Engagement Center (CEC)**.** We will be talking more about Service Learning in class and you will be required to complete some online paperwork to ensure that you are covered by SAFECLIP, a general and professional liability for students enrolled in Service Learning courses for which they receive academic credit. Once it has been decided where students will do their Service Learning, I will “place” you at the site through the CECconnect website (found in a link at [www.csus.edu/cec](http://www.csus.edu/cec)) and then you will log-in with your Sac Link ID and:

* Review and sign off on a Code of Conduct;
* Review and sign off of “Informed Consent, Agreement, Release, Waiver of Liability and Assumption of Risk” form;
* Download and complete a Student Learning Agreement;
* Print out an Emergency Contact Form to be given to your community partner;
* Keep track of your time on an electronic time log during the semester. You’ll submit that time log electronically to your site supervisor for an e-signature at the end of the semester and submit through CECconnect.