Service Learning Faculty Advisory Committee

Wednesday, September 12th, 2012
1:30-2:30pm, Monroe Library 334

Agenda

1. Welcome new members
2. Review course criteria and submission and designation process
3. Review F12 SL courses
   a. Consider request for exception from K Anzelmo, BIOL-Z240 (8 hrs)
   b. Update on MKTB340 and BAB101, A Francis
   c. First online course with a service learning component
4. Being a service learning ambassador to your college re: S13 courses (assemblies, etc)
   a. Submission deadline: October 19, 5pm
5. OSL goals for 2012-2013: review and approve
6. Next meeting? (was Mon 10/22 @ 1:30pm)

The initial charge to SLFAC in 2010 was to oversee and approve SL course designation process and criteria.

Additional issues *may* include: faculty incentivization of service learning, community partner issues (selection, cultivation), how service learning is documented, etc.

- Mid semester check-in – perhaps a mini-survey?
- Could there be a formal red-flagging process?
- Voted on K. Anzelmo’s class, not approved at 8 hours, stay at 12 hours.
- Summer SL criteria needed.
- SL projects, more obviously connected to theater, go to departmental meetings. Fine arts, visual arts based.

Approval of goals.
For Faculty

- What is service learning?
- Examples of service learning
- What's the difference between service learning and community service?
- How is service learning different from an internship?
- Benefits of service learning for students, for faculty, and for communities
- Service learning course criteria
- Planning a service learning course
- Service Learning Faculty Advisory Committee
- Service learning and Jesuit mission
- Should service learning be part of my students' grades? How do I grade service learning?
- How will my students get to their service learning sites?
- What are some personal safety tips my students can use when they are out in the community?

“My service learning provided me with an eye opening experience. It allowed me to interact with a population that I most likely would not have otherwise. It gave me a better understanding of homeless people and sparked an interest in me to stay involved in this issue.”
Service Learning Course Criteria

The Service Learning Faculty Advisory Committee has approved the following criteria for all service learning courses at Loyola. These criteria must be met in order for a course to be designated as a service learning course in LORA. Limited exceptions may be granted by SLFAC.

1. Service learning activities must be performed in conjunction with a credit-bearing academic course with a university course code.

2. Service learning activities must support or enhance student learning objectives in the course. The role of service learning in achieving specific objectives must be stated in the course syllabus.

3. Service learning activities must be performed in partnership with an identifiable agency or organization. Most community partners are nonprofit or government agencies or organizations. This is subject to limited public good exceptions, to be determined by the Service Learning Faculty Advisory Committee. Partner organizations must have a signed Memorandum of Understanding on file prior to the commencement of service learning activities.

4. To be eligible for transcript notations, students must document a minimum of 15 hours of time and effort per semester using either an official timesheet (for placements) or an hours report (for projects). Documented time may include training, orientation and planning time as well as on-site or direct service time. (Note: students who travel regularly to off-campus service learning sites are entitled to a 10% transportation hours credit.) The 15-hour minimum is subject to limited exceptions based on community benefit, course learning goals, or course enrollment. Exceptions must be approved by the Service Learning Faculty Advisory Committee.

5. The quality of students’ performance must be evaluated by someone representing the community partner or its constituents. Students may be evaluated in groups or individually. Evaluations must be incorporated into course grading.

6. Service learning activities must be mutually beneficial to effective teaching and learning and to a community partner and/or its constituents.

7. For off-campus service learning activities, all participating students must complete and submit a Service Learning Liability Waiver.

“Service learning makes study applicable and relevant. The study, through knowledge, analysis, and reflection, informs the service. When academic credit is awarded, it is not for the service performed, but for the learning, which the student demonstrates through written papers, classroom discussion, examinations, and/or other means of formal evaluation.”

- International Partnership for Service Learning and Leadership
Course designation

Service learning courses are noted in LORA. They look like this:

Students and advisors should take service learning into account when selecting and registering for courses. For this reason, service learning courses must be properly designated in LORA before registration. Faculty who wish to teach a service learning course submit the course for designation the semester before it will be taught (before the start of registration advising). Once submitted, the Service Learning Faculty Advisory Committee will review courses for adherence to criteria.

Courses can have any of the following 3 designations in LORA:

1. Service learning required
2. Service learning optional
3. Course has a service learning component

RELATED TOPICS

Service learning forms
Planning a service learning course

Service Learning Forms

Student Forms
- Placement Acceptance
- Transcript [PDF]
- Fall 2012 Placement Calendar [PDF]
- Scheduler [PDF]
- Online Liability Waiver (for students 18 and over who have not filed out a Placement Acceptance Form)
- Paper Liability Waiver [PDF] (for students under 18 years of age)

Agency Forms
- Placement Offer
- Fall 2012 Placement Calendar [PDF]
- Student Evaluation
- Partnership Application
- MOU (Memorandum of Understanding) [PDF]
- Faculty-Led MOU [PDF]

Faculty Forms
- Fall 2012 Placement Calendar [PDF]
- Course Submission Form
- Step-by-Step Course Planning Guide
- Hours Report for Service Learning Projects [PDF]

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- International Partnership for Service Learning and Leadership

“The goal of the social justice advocate should always be that those in need will no longer face such needs.”

- Sam Marullo and Bob Edwards, "From Charity to Justice"
About you

1. Your name

2. Your department

3. Your email

4. The best way to reach me is (check all that apply)
   - [ ] Come to my office hours
   - [ ] Email
   - [ ] Phone
   - Office hours or phone number

5. Service learning experience
   - [ ] I have taught service learning courses before at Loyola
   - [ ] I have taught service learning courses before at another institution
   - [ ] This will be my first service learning course