Re: Service Learning and Community Based Learning

Please join me in welcoming Ms. Kelly Brotzman, Loyola’s new Director of the Office of Service Learning (OSL). The Office of the Provost applauds and encourages all disciplines in developing these sorts of learning experiences. Kelly is currently in the process of completing a thorough and accurate inventory of Loyola courses that incorporate service learning and other forms of community involvement.

With this in mind effective next semester (09S):

• Loyola faculty members who are planning to implement any form of service learning or community based learning (SL/CBL) in any course should inform the Director of OSL (kbrotzma@loyno.edu, x2282, Bobet 113) of their plans. They should do this by the time course listings are submitted to the Registrar the previous semester, which is October 18th 2008. OSL will soon have a simple online form at www.loyno.edu/servicelearning for this purpose. After this deadline, you may still change your mind and elect not to incorporate service learning or community involvement in your course, so you should submit the course even if you are only tentatively considering incorporating SL/CBL.

• OSL is in the process of reviewing all courses with SL/CBL elements. This review is intended to assist faculty in using service learning as a class component. If desired, OSL will assist in developing appropriate community partners for your course.

• All SL/CBL courses for 09S must be approved by OSL.

• All community agency partners for Loyola courses must be reviewed and approved by OSL.

• Once reviewed, all courses must be properly coded in LORA. All requests for coding must go through the OSL, which will then make arrangements with the Registrar. Courses coded as “SL required” or “SL optional” will allow you to note the location of a student’s service work or community involvement on his or her transcript during the grading process.

• Every Loyola student who participates in course-based service learning or community based learning must sign a liability waiver. These will be available from the OSL and must be submitted to Director prior to the start of student work.

I encourage you to consult with Ms. Brotzman as needed on any service learning or community based learning courses you are offering this semester (Fall 2008), but these policies will go into effect for next semester’s courses.