S(ervice) designation

Do you teach a course that allows students to learn through involvement with the community or have you ever wanted to?

The Center for Service and Learning is a campus resource center that can support and highlight your efforts.

The CSL can:
- Connect you to community organizations what needs that meet your course goals
- Provide an electronic platform to connect students to community organizations and track service hours
- Provide tools and resources such as evaluations, impact studies and service contracts

Designation for Service Courses

Any course which requires or allows civic engagement (i.e. volunteering, public service, campaigning, outreach, etc.) can be evaluated for an "S" designation which signifies that the courses uses a civic engagement or service-learning component to reach intended learning outcomes. This distinction will allow for all courses with a service component to be recognized and accounted for during relevant assessments. Courses submitted will be evaluated to see if they meet criteria for S designation. Courses that not only involve service but also utilize service-learning pedagogy will receive "SL" classification.

"S" courses must meet the following criteria:
- Course could range from 1-6 credit hours and includes 4 or more hours of service related activities.
- Service aims at the development of civic education for participants in addition to fulfilling learning outcome(s).
- Course options ensure that no student is required to participate in a service placement that creates a religious, political, and/or moral conflict for the student.

"SL" courses must meet the above criteria as well as the following:
- Service to the community is reciprocal and is determined based on the community's needs.
- Academic material is clearly linked to the service experience.
- Explicit reflection activities are utilized to assess the learning outcomes tied to the service activity.

FAQs

- What if I am planning to do service in my course but something falls through?
  - Service-learning has to be flexible so even if your course is designated and end up not doing service this is alright. Notify the CSL so that records can be updated for reporting purposes.
- What if my course is the only service section and other faculty teach the same course without service?
  - Courses are designated section by section so it is not a problem to just designate your section.
- What if I am doing service this semester but may not in the future?
  - Once your course is designated, the CSL will check with you preceding each semester to ask if you are still doing service.

Examples

- **"S"** – An Animal and Veterinary Science course with a goal of helping students become more engaged citizens and future professionals, requires students to complete 15 hours of community service of their choosing throughout the semester.

- **"SL"** – A Strategic Communications course pairs students with local nonprofit organization to develop press releases, web content and promotional materials as they learn and practice these skills throughout the semester. The students have the opportunity to see their work utilized to impact a local cause, get real feedback from a 'client' and have the opportunity to practice what they are learning in the classroom while reflecting and getting feedback from their professor.

Designation Process

1. Submit an electronic version of the syllabus to the CSL at serveandlearn@mail.wvu.edu
2. The CSL will review to determine if the course meets the criteria and follow up for any additional information needed
3. The course will be reviewed and approved by the Service-Learning Faculty Advisory Committee
4. You will be notified about the designation decision
5. The CSL will notify the registrar's office to add the service attribute to your course unless you would prefer this not to appear

CSL Tools and Resources Available

- CSL can promote the class as a service-learning opportunity
- CSL can obtain projects from community partners that will meet specific learning objectives
- CSL can provide initial presentation to students to cover:
    - Why service-learning as a pedagogy?
    - Introduction to iServe
    - Explanation of projects and best practices for scheduling initial meeting with community partner
- iServe as a tool for students to find and/or log service hours
    - Course page on iServe for your students, giving you an at a glance view of their progress
- CSL can serve as a liaison with community organization(s) throughout semester as needed
- CSL can showcase final presentations and help to highlight impact of course
- Available tools
    - Exploration questions to help match students to a partner organization
    - Service-Learning contract to help students and community partner map out expectations
    - Evaluation for students and community partners
- Service-Learning Teaching Assistants
    - Choose a past student to be an SLTA who will take a course with the CSL, learn more about service-learning as a pedagogy and will devote 1-4 hours a week to coordinate service activities for your S designated course.
- Monthly Mission Match Ups
    - Departments can sponsor a customized networking event to meet local nonprofits to build relationships and learn about discipline related needs and opportunities for potential collaboration

If you or your department would like to meet with a representative from the CSL further discuss service-learning or civic engagement and resources available through the center, please contact Lindsey Rinehart at Lindsey.rinehart@mail.wvu.edu

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Lindsey Rinehart, MSW
Academic Service-Learning Coordinator
service.wvu.edu
Lindsey.rinehart@mail.wvu.edu
304-293-8762