



How to Apply for MSU Service Learning Course Designation on Existing MSU Courses



1. If this is a currently existing course at MSU please complete the MSU Service Learning Course Designation Submission Form.
2. Gather and attach required supporting materials:
 - detailed course syllabus outlining course objectives and comprehensive list of readings
 - brief explanation of how the course meets each of the seven criteria for a service learning course designation
 - list of proposed/secured community partners with complete contact information for each
3. Submit the MSU Service Learning Course Designation Submission Form and additional required materials to the MSU Service Learning Course Review Committee, prior to the deadlines listed below. Send materials c/o: MSU Office for Community Involvement, 330 Culbertson Hall, P.O. Box 170545, Bozeman, MT 59717-0545.
4. Notification of the decision of the Service Learning Course Review Committee will be sent to the applying faculty member, Academic Vice Provost, Dean, and department chair. If SL course designation is approved the MSU Registrar will also be notified.
5. If the course does not meet the criteria for MSU Service Learning Designation, the faculty member will be notified and will receive feedback and suggestions from the Service Learning Course Review Committee. The faculty member is encouraged to reapply for the SL Course Designation the next semester they will be teaching the course.
6. You will be contacted by this Committee about whether you plan to renew the SL course designation on this course in future semesters. You need not re-apply for the SL designation each semester that you plan to teach this course although if community partner have changed updated contact information will be requested by the committee.
7. Please note: If this is a new course to MSU, faculty must first seek approval of the course by the appropriate curriculum committee(s) before submitting to this group for a service learning designation.

Deadlines to submit for courses to be considered for SL Designation:

Fall Course Offerings

Spring Course Offerings

Summer Course Offerings

February 1st

September 25th

February 1st

Learning by Doing and Doing What Matters...