SERVICE LEARNING COURSE DESIGNATION SUBMISSION FORM

College, Department or Program(s)______________________________________________

Course Number________________________ Credit Hours___________________________

Course Title_______________________________________________________________

Semester(s) Offered_________________________________________________________

Instructor_______________________________________________________________

Telephone___________________ Email__________________________________________

By signing below the faculty member, department head and dean acknowledge that they have all have knowledge of this proposed service learning course and the department head has received a complete copy of this submission form and accompanying documents.

______________________________ ______________________
Signature of Faculty Member Date

______________________________ ______________________
Signature of Department Head Date

______________________________ ______________________
Signature of the Dean Date

A complete application will include the following information and documentation when submitting:

1. Completion of this form

2. A detailed course syllabus outlining course objectives and including a comprehensive list of course readings/texts

3. Brief explanation of how the course meets each of the seven criteria for service learning course designation

4. A list of proposed and/or secured community partners with complete contact information for each
CRITERIA FOR DESIGNATION OF A SERVICE LEARNING COURSE AT MSU-BOZEMAN

1. Students in the class will provide a needed service to individuals, educational institutions, or other not for profit or tax exempt entities in the community.

2. The service experience appears to relate to the subject matter of the course.

3. Activities in the class will provide method(s) for students to think about what they have learned through the service experience and how these experiences relate to the subject matter of the course.

4. The course offers a method to assess the learning derived from the service. Credit will be given for the learning and its relation to the course, not for the service alone.

5. Service interactions in the community will recognize the needs of service recipients, and offer an opportunity for the recipient(s) to provide feedback on the overall service learning experience.

6. Knowledge from the discipline informs the service experiences in which the students are to be involved.

7. Course options ensure that no student is required to participate in a service placement that creates a religious, political and/or moral conflict for that student.