

# Service Learning Procedure - Faculty

## STEP-BY-STEP GUIDE

### Step #1

#### How to Incorporate Service Learning (SL) Into Your Course

**Option A:** As a required, graded element that all students must complete.

**Option B:** As an optional, graded assignment among other assignments that student may or may not elect to do.

**Option C:** As a non-graded or pass/fail supplement to students who choose to fulfill one of the college-required SL experiences. The instructor would be responsible for determining if the student has completed the experience successfully.

**Option D:** Other variations unique to the instructor or course. Instructor must consult with the SL Coordinator before proceeding.

Ideas and course syllabi incorporating SL can be found at:

<http://www.compact.org/resources-for-faculty/> OR <https://gsn.nylc.org/home>

### Step #2

#### How to Select a Service Learning Site

Students must select from a list of college-approved community non-profits. The SL Coordinator will organize a "Service Learning Fair" at the beginning of the fall semester to highlight the importance of Service Learning and introduce the college community to the agencies available for students. If an instructor wants to require that students complete their service at a specific agency or agencies, they may do so. If an instructor wants to add an agency or agencies to the college-approved list they must consult with the SL Coordinator to determine suitability and if approved, the SL Coordinator will contact that agency to gauge their willingness to participate on our SL program.

### Step #3

#### How to Instruct Students to Begin Their Service Learning Experience

On the first day of class or by the end of the first week of class the instructor announces the Service Learning option. Students will have until the 3rd week of the class to opt to take the Service Learning experience. The SL Coordinator will provide a packet containing all the required forms to the instructor for each student who is participating in a SL experience. These forms include:

These forms are also available 24/7 on the VMC website at [www.villa.edu/academics/service-learning/](http://www.villa.edu/academics/service-learning/). Please follow directions carefully. Any questions should be directed to the SL Coordinator.

### Step #4

#### How and When Can Instructors Make Alterations to College-Wide Service Learning Requirements

- A. As noted earlier, instructors can request a community non-profit be added to the college-approved SL site list (see Step #2), preferable before the semester begins, but no later than the second week of the semester.
- B. Instructors or the community non-profit can require more than 10-15 hours of service (note: the minimum of 10-15 hours of actual service does not include any orientation that the site might require, travel time, research, or reflection).
- C. The instructor, in consultation with the SL Coordinator, can substitute question 1 of the 3 questions on the Student Reflection form to better connect it to course content (note: all handouts that the instructor provides to students and any alterations to the college-wide SL requirements must be sent to the SL Coordinator).

### Step #5

#### How to Evaluate /Assess the Service Learning Student Reflections

The instructor may use assessment measurements that pertain to their course content. There is also a general SL rubric (Form F) if the instructor chooses. It is highly encouraged that students share their SL experience at some point with their fellow classmates. This will serve as an extremely beneficial way of showing the class the practical application of course content and affirm the student-centeredness (students



teaching students) of our visionary plan. Faculty may also be called upon to provide the names of students who could present, display or demonstrate elements of their SL experience at college-wide functions.

**Step #6**

**How to Inform the College that a Student Has Successfully Completed a Service Learning Experience**

At the end of each semester, **no later than week 14**, instructors must send all required SL paperwork confirming the students who have successfully completed a SL experience in that course to the SL Coordinator. They are most welcomed and encouraged to hand it in sooner if they wish. It is critical that this due date is adhered to so the SL Coordinator can notify the Registrar about students who are scheduled to graduate that semester. As noted in #4, instructors will also send the SL Faculty Survey Form (one per course, not one per student) and any unique handouts given to students pertaining to the SL experience for that course to the SL Coordinator.

## Service Learning Survey - Faculty

**Instructor to complete one form per site (not per student) AFTER the service learning experience and submit to the Service Learning Coordinator by the end of the semester.**

This form can also be found at [www.villa.edu/academics/service-learning/](http://www.villa.edu/academics/service-learning/).

**FACULTY**

.....  
**INSTRUCTOR'S NAME**

.....  
**DATE**

.....  
**COURSE CODE & NAME**

**Mark the most appropriate choice below and/or on a Scantron sheet.**

**A**-strongly agree / **B**-agree / **C**-disagree / **D**-strongly disagree / **E**-not applicable

	STRONGLY AGREE	AGREE	DISAGREE	STRONGLY DISAGREE	NOT APPLICABLE
1. This Service Learning site enabled students to make connections between course material and real world issues.	A	B	C	D	E
2. Students gained valuable life and workforce skills through this service learning site.	A	B	C	D	E
3. This Service Learning site strengthened student ability to critically assess their own views.	A	B	C	D	E
4. This Service Learning site improved student abilities to work with others.	A	B	C	D	E
5. This Service Learning experience broadened student awareness of social issues.	A	B	C	D	E
6. The Service Learning experience at this site was transformational for students.	A	B	C	D	E
7. Students were able to thoughtfully discuss and/or reflect on S.L. experiences at this site.	A	B	C	D	E
8. Service Learning required more time and effort on my part than traditional teaching methods.	A	B	C	D	E

**Comments:**