

PROCESS FOR INITIATION, IMPLEMENTATION AND ASSESSMENT OF A SERVICE-LEARNING COURSE

1. A professor expresses an interest in implementing service-learning into his/her course by contacting the Service-Learning Faculty in Residence, Dr. Mark Gstohl (mgstohl@xula.edu) or Director of Center for Student Leadership and Service, Mrs. Typhanie Jasper-Butler (tjjasper@xula.edu).
2. A meeting is held with the professor to discuss course materials and the professor's goals and learning outcomes for the service-learning project.
3. The professor completes the Service-Learning Course Development Plan and drafts the course syllabus. Then submits the completed documents to the Service-Learning Faculty in Residence and the Service-Learning office.
4. After review of the course development plan and syllabus, the professor and site coordinator discuss and plan site placement, student orientation/training, and other logistics.
5. At the class orientation session, the site coordinator conducts a survey and discusses the students' site placement, rules and regulations, and other logistical items.
6. By the second week of class, the service-learning professor submits a final copy of his/her final syllabus and the class roster.
7. At the end of the semester (before finals) the professor assures that service-learning students complete an evaluation of their service-learning experiences. The site coordinator collects the data from the professor.
8. In addition professors must complete an end of term course report which includes the signature of the department chair.