

SERVICE-LEARNING COURSE GUIDELINES

Service-Learning Course Proposal Review Process

To receive a service-learning designation, a student's work outside the classroom at a designated site should meet the following service hour requirements:

- 8 hours per semester for a 1 credit course
- 15-16 hours per semester for a 2 credit course
- 20-25 hours per semester for a 3 credit course

Steps to receive approval for Service-Learning (SVL) Course Designation: ([Form H.](#))

1. Develop syllabus and complete Form H. If you would like assistance or additional resources to prepare your service-learning course, please make an appointment to speak with Cathy H. Hamilton, director for the Office of Leadership and Service-Learning (256-0539, chhamilt@uncg.edu). Additional resources are available on the OLSL website: <http://olsl.uncg.edu/service-learning/>.
2. Submit a proposal to the proposing faculty member's department chair/head.
3. With the prior approval of said department chair/head, submit all parts of the course proposal form: [Request for Service-Learning Course Designation](#) by email to chhamilt@uncg.edu and [The Service-Learning Approval Form](#). Because the Service-Learning Approval Form requires the signature of the department head/chair and the dean of the College or School, please scan and send with course proposal form, or send it **by campus mail** to the Office of Leadership and Service-Learning, 217 EUC. The Office of Leadership and Service-Learning (OLSL) will verify that the submission is complete when all materials have been received by both email and campus mail. If not, the submission will be sent back to the faculty member requesting corrections or additional materials.

Make sure you:

- a) complete **in full** the [Request for Service-Learning Course Designation form and Approval form](#).
 - b) attach all needed materials (there are five requests under Part II).
 - c) complete checklist for service-learning criteria (Part III).
 - d) attach a copy of the syllabus.
4. From the OLSL, a complete submission will be sent by email to the SVL Course Approval Committee. The course will be approved or the instructor will be asked to incorporate changes necessary to meet the standards for UNCG service-learning curricula. If the syllabus requires changes or additions, detailed feedback will be provided by the committee to the faculty member to ensure future course approval.
 5. Faculty will be notified of approval or request for revisions. Any syllabus that does not meet the SVL Course criteria will not receive the SVL designation in the Schedule of Courses. OLSL will notify the Registrar's Office of approved courses.
 6. New courses requesting SVL designation must also be approved by the UCC or GSC. Existing courses may be sent directly to the Service-Learning Committee for review.