Essential Items for Service-Learning Faculty

To have your course included as part of the formal Service-Learning Program, please follow these steps.

1. **Course Designation:** Designate the course as S-L in Banner for advance registration and assessment purposes. Fill out the [Service-Learning Course Designation Form](#) on OrgSync. This will need to be done each semester.
   - *If you want your course to show up as a service-learning course when students advance register,* course information is due before advance registration, usually about mid-semester of the previous semester.

2. **Apply for a Seed Grant:** If you will need funds for your service-learning project, consider applying for seed grant of up to $250. Deadlines and the request form are available [online](#). Ten awards are granted each academic year.

3. **Communication with Community Partner:** Communicate with your community partner(s) about your respective needs, expectations, and timelines. Share the [Community Partner Handbook](#) with your partner agency or have students share the handbook if they are responsible for initiating contact.

4. **Risk Management and Liability:** Have students sign UCA's waiver form, [online](#) or in [hard copy](#). If background checks are required by the agency, contact Lesley Graybeal.

5. **Service Hours:** Share with students the [Instructions for Logging Hours in OrgSync](#) so that they can report the hours they served as part of their service-learning project. See the [OrgSync FAQ for Faculty](#) and contact Lesley Graybeal for additional help.

6. **Assessment Plan:** At the end of the semester, use [Service-Learning Assessment Rubric](#) available to assess student outcomes. Report results online using the [Service-Learning Rubric Report Submission](#).

7. **Service-Learning Awards:** At the end of the semester, consider nominating students for the [UCA Service-Learning Student Award](#). Additional nomination forms for faculty and community partner awards are also available on the Service-Learning Program website.

Links to all forms are also available on the Service-Learning Program website under Faculty Resources. **Link:** [uca.edu/servicelearning/faculty/faculty-resources](#)

Contacts

Dr. Peter Mehl, Service-Learning Faculty Liaison, peterm@uca.edu

Dr. Lesley Graybeal, Service-Learning Program Coordinator, lgraybeal@uca.edu