

Essential Items for Service-Learning Faculty To Do

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. **Assessment Plan:** At the end of the semester, use the [Service-Learning Rubric and Worksheet](#) for faculty available on the Service-Learning Program website. Report results to Lesley Graybeal and Peter Mehl.
3. **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.
4. **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.
5. **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

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