

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.
 - **Link:** <https://orgsync.com/62622/forms/165835>
 - *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:** Follow the assessment plan for evaluation of student learning outcomes, using the rubrics 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, available on the Service-Learning Program website. If background checks are required by agency, contact Lesley Graybeal.
4. **Service Hours:** Inform students about using OrgSync to track their S-L hours. See the Service-Learning Program website or contact Lesley Graybeal for instructions for students.
5. **Service-Learning Awards:** At the end of the semester, consider nominating students who may deserve recognition in our annual service-learning awards ceremony. See the Service-Learning Program website for award criteria and nomination process.

Contacts

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