

Service Learning Course Approval Procedures

PROCEDURES

The procedures are as follows:

- A faculty member who is teaching a service learning course will complete a Course Designation Request Form (Appendix A-attached) and forward the form along with the course syllabus to his/her department chair. The form was designed to ensure the course meets the Faculty Senate-approved criteria for service learning (January 2015).
- The department chair will review and submit the designation request form and syllabus to the Undergraduate Studies Council's Service Learning Course Approval Subcommittee.
 - The request form must be completed and submitted to the Service Learning Course Approval Subcommittee at least two months prior to curriculum submissions deadlines.
 - The Service Learning Course Approval Subcommittee will meet monthly during fall and spring semesters, as needed, to review and approve courses.
 - If the syllabus meets all service learning minimum criteria, the Service Learning Course Approval Subcommittee will approve the course for a service learning course designation and notify the Office of Service Learning.
- The Office of Service Learning will notify the Registrar's Office, department chair, and the faculty member who submitted the course approval request that the course was approved.
- The Registrar's Office will add a service learning attribute, designating the course in Banner and in the Undergraduate Catalog.
- For all subsequent semesters during which the course is taught with a service learning component, the department teaching the course will notify the Registrar's Office using the Section Change Form.
 - The Registrar's Office will add the service learning attribute upon notification on a semester-by-semester basis.
 - Because the Registrar's Office will be notified each semester the course is taught, removal of the attribute is not a concern except in the case of a late faculty change.
- If the Service Learning Course Approval Subcommittee does not approve the course, the committee will provide recommendations and assist faculty to apply appropriate changes in order to meet minimum criteria.
 - The faculty member and chair may resubmit the request form an unlimited number of times to the Service Learning Course Approval Subcommittee for approval.
- All courses that receive the service learning designation must be resubmitted and reapproved every five years through the established procedures.

Appendix A

**Western Michigan University
Faculty Senate
Undergraduate Studies Council
Service Learning Course Approval Subcommittee**

COURSE DESIGNATION REQUEST FORM

Instructor: _____ Department: _____

Course Name: _____ Course Number: _____

1. Is service learning required for all students enrolled in the course? Required Optional

NOTE: To receive course designation, all students must participate.

2. Course objectives: _____

3. Project vision: _____

4. How many hours will students be required to serve? _____

5. How many community partners do you envision working with each semester? _____

6. Do you have a community partner(s) in mind? _____

7. What reflection method do you envision utilizing? _____

8. Were you approached by the community to provide a service? Yes No

If not, how was the community need identified? _____

APPROVAL SIGNATURES

Faculty, department _____ Date _____

Approve Disapprove Other Action
Comments:

Department chair _____ Date _____

Approve Disapprove Other Action
Comments:

Chair, Service Learning Course Approval Subcommittee _____ Date _____
