Request for Service Learning Course Designation

This form is to be completed by an instructor planning to teach a course or a section of a course involving service learning. Requests for SVL designation must be approved by the Service Learning Advisory Board. Please return this form to the Service Learning Coordinator, Corey Fecteau, viafecteau@alfred.edu or fax, 607-871-2791. Contact Corey with questions by email or phone, 607-871-2164.

PART I
Department: ___________________________ Phone: ___________________________
Name of person completing request: ____________________________________________
Course Number and title: ________________________________________________________
Approximate number of service hours per student per semester: ___________________
SVL credit is sought for:
☐ the course as approved when taught by instructor _______________________________
☐ all times the course is offered as proposed ________________________________

PART II
Acknowledges by checking that this proposed course will meet each of the service learning criteria:
☐ Students in the class provide a needed service to individuals, organizations, schools, or other entities in the community.
☐ The service experience relates to the subject matter of the course.
☐ The course requires reflective strategies and other appropriate assignments for the student to integrate their service with classroom instruction.
☐ Academic credit is given for the completion of required class assignments as detailed on the class syllabus and not for the service alone.
☐ The class offers a way to learn from other class members (i.e., through reflection sessions) as well as from the instructor.
☐ Course options ensure that no student is required to participate in a service environment that creates a religious and/or moral conflict for the student.

PART III
Please attach a brief description of the service learning component of this course.

PART IV
Please attach a syllabus.

Alfred University’s Definition of Service Learning:
A teaching and learning strategy that integrates meaningful community service with instruction and reflection to enrich the learning experience, teach civic responsibility, and strengthen communities.

Service learning combines classroom-based curriculum with meaningful service in the community. Course instructors collaborate with community members and organizations to identify issues and potential service opportunities for students that integrate course content and student learning. A fundamental aspect of service learning is reciprocity: student service work benefits the community, and the community provides students with experiential learning opportunities and life experiences.