ORIENTATION: CSULB POLICY ON SERVICE LEARNING (#19-13)

Center for Community Engagement

AS-127

CSULB POLICY ON SERVICE LEARNING (SL) POLICY #19-13 (EFFECTIVE 11/5/2020)

This policy establishes guidance on Service Learning for the entire campus, including but not limited to establishing:

1. A definition of Service Learning;
2. Minimum requirements for service learning courses; and
3. A certification process

THE POLICY

I. The SL Policy applies to all courses that faculty or departments seek to be taught as Service Learning courses: this includes all courses designated as SL courses prior to this policy taking effect as well as courses not previously taught using SL.

II. In the future, courses that have been certified under this policy must be submitted for re-certification if there are any significant changes relating to the service-learning aspects of the course.

THE POLICY

III. The policy sets two deadlines to submit courses for certification. Review and response will occur within 3 weeks of each deadline.

- **September 1** - Courses to be taught the following spring or summer
- **February 1** - Courses to be taught the following fall or winter

IV. Courses will be reviewed for consistency with both the service learning definition and adherence to the minimum requirements set forth in the policy.

SL CERTIFICATION CRITERIA ("CHECKLIST")

Basic Criteria:

1. **20 hour minimum SL (hours) requirement;**

2. **Formal/Active campus SL Affiliation Agreement(s) with community partner(s) in place; and**

3. **Tracking of SL activities utilizing *S4 @ The Beach* (campus database)**

SL CERTIFICATION CRITERIA("CHECKLIST")

In addition:

- **SL is articulated in learning objectives and/or outcomes;**

- **SL is *integrated* in the syllabus (not an "add-on");**

- **SL is integrated into the assessments of student *learning (this is directly related to the point prior to this);***

- **Structured oral and written reflection occurs throughout the semester and guides students to reflect critically on SL activities in relation to learning objectives and outcomes;**

- **The syllabus articulates the benefits of the service learning activities for both the students and the community.**

SL CERTIFICATION CRITERIA ("CHECKLIST")

SERVICE LEARNING CERTIFICATION CHECKLIST

COURSE:		FACULTY:		REVIEWED BY:	
NUMBER OF HOURS REQUIRED:		SL REQUIRED OR OPTIONAL:		REVIEW DATE:	

Service Learning is articulated in learning objectives and/or outcomes	*Course Content*	*Civic Engagement*	*Social Justice*	*Critical Thinking Skills*	*Other*
Service Learning is integrated in the syllabus	*Course Description*	*Projects/Assignments*	*Presentations*	*Exams*	*Other Course Requirements*

SL CERTIFICATION CRITERIA ("CHECKLIST")

Service Learning is integrated into the assessment of student learning	Yes	No	Other		
Reflection	Structured oral and written reflection throughout the semester		Guides students to reflect critically on service activities in relation to learning objectives/outcomes	Other	
Campus-Community Partnerships are (Not considered for certification)	CCE-only partnership	Limited faculty/partner contact	Regular faculty/partner interaction	Ongoing, active faculty/partner relationship	Other

SL CERTIFICATION CRITERIA ("CHECKLIST")

The course articulates the benefits of the service learning activities for both students and community.	Meets a Community-identified need	Reflects a benefit to "The Public Good" (a larger, societal benefit)	Demonstrates benefits to students	Reflects a benefit to the larger campus community (Not considered for certification)	Addresses how community impact is assessed (Not considered for certification)

STATUS					
Accepted as is					
Needs Clarification/Corrections					
Requires Second Review					

Certified by: _____

Date: _____

CERTIFICATION PROCESS

For "pre-existing" SL courses -

CCE is currently reviewing Fall 2020 and Winter 2021 syllabi:

- Courses meeting all criteria above will be certified (faculty and department chairs will be notified);

- For courses not meeting all criteria, CCE will contact faculty to review the syllabus, provide recommendations (if necessary), and request resubmission with needed revisions;

- Faculty may also choose to not run their course as an SL course. If the course retains a community focus, it will be recognized as a "Community-Engaged Learning" (CEL) course, and will continue to be supported by *S4 @ The Beach*.

CERTIFICATION PROCESS

New/Potential SL courses

The CCE will offer Curriculum Development Workshops in Spring 2020 with updated workshop curriculum to guide course development based on the policy.

- **Courses meeting the September 1st deadline will be certified for the following Spring or Summer and**
- **Courses meeting the February 1st deadline will be certified for the following Fall or Winter.**

RESOURCES UNDER DEVELOPMENT

- **Online PowerPoint/video of this SL Policy Orientation;**

- **Additional Online PowerPoint videos focusing on specific SL Certification topics;**

- **Certification workshops;**

- **Curriculum development workshops for Service Learning courses.**

- **Instructionally Related Activities (IRA) funding for newly certified SL courses;**

APPEALS REGARDING CERTIFICATION

The Academic Senate will convene a Service Learning Committee to review any appeals.

- *Decisions will not be made regarding courses not meeting requirements for SL certification without dialogue between the CCE and respective faculty with opportunities for revisions/modifications to the syllabus and/or course requirements and options for resubmission.*

QUESTIONS / THOUGHTS / COMMENTS

For any questions, please contact the CCE at:

562-985-7131

or

E-mail us at CCE-SL@csulb.edu