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**COURSE MODIFICATION**

**Process for Establishing an Existing Course**

**as a Service-Learning Course**

Service-learning designation is part of a **COURSE designation process**. One should not go through this process if the course is a “one-time” class or if there are sections of the course that would fail to meet the service-learning criteria.

Faculty should review the service-learning definition and criteria (below) and decide if they would like to proceed by completing the **Course** **Modification Form** (located on the UPCC website) <http://umaine.edu/upcc/forms/>

**Service-learning is defined at the University of Maine** as “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” (National Service-Learning Clearinghouse; Approved by Faculty Senate, October, 2011) <http://umaine.edu/facultysenate/motions-passed-2/2011-2012-motions/>

**A course would be designated as a UMaine service-learning course (SL:) when it meets the following criteria:**

<http://umaine.edu/facultysenate/motions-passed-2/motions-passed-2013-2014/>

* Graduate or undergraduate course (credit bearing)
* Integrates meaningful service with course content.
* The service addresses a community need.
* Demonstrates one or more collaborative partnerships: Mutual benefits for the community partner and the students. Follows processes that are agreed upon by the partner and the instructor.
* Critical reflection is part of the assessment process.
* Public dissemination of project, products or findings

New courses and Course Modifications Courses, seeking Service-Learning designation must go through UPCC. **A syllabus must be attached**.

To proceed follow these steps:

**On the Modification Form:**

* Course Title: Put **SL: (colon included)** in front of your course title (line 3, p. 1) and Check: **Title Change** in the box (p. 1)
* Check the **Service-Learning** box (p. 1).
* **Description Change** (p.1). Check this box**, if** description changes are needed to to address the service-learning criteria.
* Under **PROPOSED CATALOG DESCRIPTION (p.2)**: Read your CURRENT Catalog description. Include this one sentence description to inform students:

**“This course has been designated as a UMaine service-learning course.”** (Bold is not needed)

* Under **REASON FOR COURSE MODIFICATION** (p. 2).

Address UMaine’s approved service-learning criteria (see example below).

* Attach a **syllabus**

**EXAMPLE (Reason for Course Modification):**

**Note: Underlining is used in this example to highlight the service-learning criteria. Underlining is not needed on your form.**

In this small group communication course (CMJ 345) service work is integrated into the content of the course. Students form teams to work collaboratively with community partners on projects that meet community needs. Final end products are negotiated by the students and community partners and will include services such as the creating of brochures, fact sheets, reports or giving a workshop in the community. Students will be not be evaluated on their service hours but instead will be evaluated on their learning experience through the following methods: community partner evaluation; peer evaluation as well as reflection assignments and papers (see syllabus). Final projects will be presented to the community partners at a location determined by each group and partner.

*All courses with service-learning designation will be able to be tracked and assessed. This information will be useful for departments, colleges and the university as a whole.*

*Please see the handout on why the service-learning designator is important to UMaine.*

**Resources:**

Service-Learning at UMaine Resource Guide (PDF)

<http://umaine.edu/communityengagement/resources/>

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