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**NEW COURSE PROPOSAL**

**Process for Developing a NEW 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 in creating a new service-learning course.

**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 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

If a faculty member is interested in creating a new course and having that course designated as service-learning, he/she should follow the following steps:

1. Develop a courses syllabus (see below) that follows best practices/service-learning guidelines.
2. Complete the **New Course Proposal** form (located on the UPCC website) <http://umaine.edu/upcc/forms/>

* Add **SL:** (SL colon) before your course title.
* Under **NEW COURSE** section (p. 1):

Check off the following:

**New Course** AND **Service-Learning**

Do **not** check: *One time course w/GenEd, One-time Course, or Experimental*

The service-learning designator is **NOT PART of Gen Ed**. The course can also be a gen ed course, but that is NOT part of the service learning designator process. (Note: If you would like your new course to meet the gen ed requirements, check New Couse/GenEd and complete section 2).

Service- learning can ALSO be Travel Study Course.

* Under **PROPOSED CATALOG DESCRIPTION** (p. 2)

Write your course description and 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 NEW COURSE**

Address UMaine’s service-learning criteria and explain how this service-learning course will be integrated into the department’s curriculum.

1. **Attach your SYLLABUS:**

Include student learning outcomes that reflect service-learning best practices.

*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.*

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These questions may be helpful as you plan the course:

* What service work will be integrated with your course content?
* What community need is being met?
* Have you or will you establish collaborative partnership(s)? For example, what are the anticipated mutual benefits for students (student learning objectives) and the community? Will you follow processes that are agreed upon by the partner and yourself?
* How will the service portion of the course be evaluated? (Student assessment and academic credit are based upon the demonstration of student learning, not on the service hours).
* How will reflection be integrated?
* What are your plans for public dissemination of the project(s). product(s), or findings?

**Resources:**

UMAINE Service-Learning guidebook and information

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

<http://umaine.edu/communityengagement/service-learning/>

Examples of service-learning syllabi

<http://www.compact.org/initiatives/syllabi/>

For further information please contact:

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