Missouri University of Science & Technology
Service Learning
Transcript Designation Application

In order for the Service Learning (SL) designation to be added to the course listing through the Office of the Registrar, the following application must be submitted to the Service Learning Advisory Committee for review and approval.

Instructor: ____________________________ E-mail: ____________________________
Course Title/#: ______________________ Missouri S&T Department: ____________________________
Semester (circle one): Fall Spring Summer Number of sections: ____________________________
Likely enrollment: ________ Number of times you teach the course each year: ____________________________
Not for Profit Agency: ______________________ Agency E-mail: ____________________________
Contact Person: ______________________ Phone Number: ____________________________

1. Describe the community service activities in which the students will participate as part of this course. Include a description of how the service activity relates to the subject matter of the course:

__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

2. Please select the type of service learning that applies to this course:
   □ ALL students in the class are required to participate in the service activity.
   □ SELECT students participate in the service activity.

If this course involves SELECT students, please describe how it will be included in this course:

__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

3. Describe the reflection exercises (activities, assignments and/or readings) that will give the students the opportunity to think about what they have learned through the service experience, and how it relates to the subject matter of the course:

__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
4. Is this course taught on-line? ________ yes ________ no

If yes, how do you plan to incorporate an academic service-learning component?

________________________________________________________________________________

If yes, will you be available to your students during the course of the semester?

________________________________________________________________________________

5. Does this course meet the Guidelines for Academic Service Learning (AS-L) Courses at Missouri S&T?
   Please use the attached checklist and include any additional information below:

________________________________________________________________________________

________________________________________________________________________________

________________________________________________________________________________

________________________________________________________________________________

________________________________________________________________________________

6. Please attached the course syllabus.

Signature: ___________________________ Date: ___________________________

Endorsement

*Department Chair ___________________________ Date: ___________________________

*As Chair of the department, I hereby affirm that this faculty member has the time and facilities to carry out the proposed academic service-learning activities and to fulfill the commitments required by the Missouri S&T Academic Service Learning program. I also affirm that this academic service-learning project is in line with the goals and objectives of the department.

Please submit completed application to:

Missouri S&T Service Learning Advisory Committee
c/o Dr. Harvest L. Collier, Vice Provost
Office of Undergraduate Studies
105 Norwood Hall
Phone: 573.341.7276, E-mail: ugs@mst.edu
Missouri University of Science & Technology
Guidelines for Academic Service Learning (AS-L) Courses- Checklist

Please use the checklist below to demonstrate how the guidelines are being followed for this course. Please attach additional information, if necessary.

☐ The course is arranged in partnership with an approved service partner/s. (Approved service partners must sign a Letter of Understanding with the Missouri University of Science & Technology.)

☐ The service activity is being conducted with a not-for-profit agency. (Other partnerships will be considered on a case by case basis.)

☐ Instructors have considered potential conflicts of interest and have communicated them to the service partner/s.

☐ The experience provides the service partner/s with a useful service.

☐ A description of the service learning project/activity is clearly communicated to the students in the course syllabus.

☐ The service-learning project/activity will include appropriate contact time and opportunities for interaction with the service partner, as determined by the instructor.

☐ The course assignment includes a reflective exercise that requires students to analyze the service-learning experiences and synthesize information gained that enriches their academic studies. Readings, writing assignments, journaling, and project assignments are designed to accommodate and integrate the civic engagement component of the course.

☐ The service-learning project/activity will constitute an appropriate percentage of the student’s grade, as determined by the instructor.

☐ Students will be given the opportunity to assess the service-learning project and its integration into the course.

☐ Faculty are encouraged to provide assessment data. Assessment data may include reflection journal excerpts, reflection essays, synthesis papers, class presentations and/or student survey data.

☐ Faculty are encouraged to report their findings on improved student learning and the impact of the AS-L component through publications, manuscripts and presentations at appropriate conferences.