Dear Faculty at Florida Atlantic University:

The Weppner Center for LEAD & Service-Learning requests the submittal of syllabi for academic service-learning course designation (electronic submissions only). Please review the following requirements to submit an “Application for Academic Service-Learning Course Designation”.

**What is Academic Service-Learning at FAU?**
Academic service-learning is more than a volunteer activity; it integrates community service with instruction and reflection. It is designed to enrich the learning experience through hands-on activity and to teach civic responsibility. Academic service-learning requires students to apply what they learn in the classroom and to reflect on their experiences by thinking, discussing, and writing about them. It teaches students how to apply academic knowledge to real-life civic issues, promotes teamwork and collaborative problem-solving, develops life skills and makes learning more personally meaningful.

**Criteria for Academic Service-Learning Course Designation**
Courses at Florida Atlantic University are designated as academic service-learning courses based on the following criteria for the academic service-learning project within a syllabus:

- **Relevant and meaningful service in the community**: The academic service-learning project should be applicable to the course and worthwhile in meeting community needs.
- **Enhanced academic learning**: The academic service-learning project should complement what is learned in the classroom and provide an experience in a “real world” setting.
- **Purposeful civic engagement**: The academic service-learning project should be designed to have students practice the learning strategies and/or content of the class that meets course learning objectives in a community setting.
- **Critical reflection**: The academic service-learning project should ask students to reflect on how the project links to course objectives, the impact of the students’ work in the community, and the students’ personal and professional development.
- **Hours required**: A minimum of 10 hours of student service to the community agency
- **Assessment**: Syllabus should state how academic service-learning project will be assessed
- **Academic Service-Learning Statement (please place statement on all syllabi requesting academic service-learning designation)**:

  **Academic Service-Learning Statement**:  
  Due to the nature of the course content, this course is designated as an “academic service-learning” course. The assistance you provide to the agency/organization during your academic service-learning experience is a service to the community and will allow you to apply knowledge from the course to local, national, and/or global social issues. Throughout this course you will be participating in academic service-learning activities while demonstrating civic engagement at campus, local, national, and/or global community levels. You will also reflect on your academic service-learning experience and the impact on the community as well as your professional development.
To receive academic service-learning notation of hours on your transcript, your hours must be logged electronically through NobleHour, [www.noblehour.com](http://www.noblehour.com), while completing your academic service-learning project. Also, pre-assessment and post-assessment surveys are required to be taken by academic service-learning students. Please visit the Weppner Center for LEAD & Service-Learning website, [www.fau.edu/leadandserve](http://www.fau.edu/leadandserve), for instructions on how to log hours through NobleHour and the links for the surveys. Once your hours have been approved and both surveys have been completed, you will receive an academic service-learning notation on your transcript.

**Checklist of Academic Service-Learning Course Designation Requirements**

Below is a checklist for your use in identifying the requirements within your syllabus for academic service-learning course designation:

- Academic service-learning project description
- Minimum number of 10 hours required
- Academic service-learning statement (see statement above)
- Sections of the syllabus pertaining to academic service-learning have been highlighted for electronic submission
- Academic service-learning project is relevant and meaningful in the community
- Academic service-learning project demonstrates enhanced academic learning
- Academic service-learning project demonstrates purposeful civic engagement
- Academic service-learning project requires critical reflection of how the student’s work linked to course learning objectives
- Academic service-learning project requires critical reflection of how the students’ work benefitted the community
- Academic service-learning project requires critical reflection of how the student developed personally and professionally as a result of the project

**Submission of Syllabi**

Please complete the attached “Application for Academic Service-Learning Designation” and submit electronically along with a syllabus for the course with sections of the syllabus highlighted that pertain to academic service-learning to: ncarte10@fau.edu.

Thank you,

**Nori Carter**

Nori Carter, Director
Weppner Center for LEAD & Service-Learning
UN 206
561-297-3607, ncarte10@fau.edu
Faculty Application for Academic Service-Learning Course Designation

*Please submit electronically with Syllabus to Nori Carter at ncarte10@fau.edu*

Date Submitted: ___________________    Intended Semester of Course: ___________________

Faculty name: ____________________________

E-mail(s): ________________________________

Campus Address: ___________________    Phone number: __________________________

Course Number: ____________________    Course Name: ____________________________

College: ________________________________    Department: ____________________________

*Please answer the following using your course syllabus as a reference.*

1. Describe how the academic service-learning project is **relevant to the course and provides meaningful service in the community**.

2. Describe how the academic service-learning project **enhances academic learning** by complementing what is learned in the classroom and providing a “real-world” experience in a community setting.

3. Explain how the academic service-learning project is designed to have **purposeful civic engagement** through students practicing the learning strategies and/or content of the course which meets course learning objectives in a community setting.

4. Describe how students will **critically reflect** on how the project links to course objectives, the impact of the students’ work in the community, and the students’ personal and professional development.

5. How many **hours** are required of the academic service-learning project?
6. How will the student be assessed for the academic service-learning project?

7. Do you have the academic service-learning statement in the syllabus? (please reference page 2 of the attached letter)
   ___Yes   ___No (Application will be returned)

8. Are the sections in your syllabus pertaining to academic service-learning highlighted?
   ___Yes   ___No (Application will be returned)

Faculty Signature (please type name for electronic submission): ______________________________