


<u>Policy #</u>	<u>CU 1.12 (2 pages)</u>
Classification	Academic Administration
Category	Curriculum
<u>Topic</u>	<u>Service-Learning</u>
Approved by:	Executive Council
Signature:	
Title:	Vice President for Academic Affairs
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Service Learning

Definition: Service-Learning is a form of experiential education in which community defined needs are addressed by students through structured learning opportunities. Critical reflection and reciprocity are key elements of the experience, serving to foster a broader appreciation of the course content and the community as a whole. The decision to integrate Service-Learning into an academic course rests with the faculty member. Service-Learning differs from other forms of curricular and co-curricular activities which may involve service, such as volunteerism, internships, field and clinical experiences and cooperative education. In any Service-Learning course, (whether Service-Learning is embedded in or pervasive throughout the course) students engage in service-related responsibilities which flow from course objectives and meet needs identified by the community partner.

Course Approval: The Service-Learning course approval form (available at the Service-Learning website at <http://www.neumann.edu/academics/service-learning/default.asp>) and a draft of the syllabus must be submitted to the Coordinator of Experiential Education by June 15 each summer prior to the year the course is offered. Faculty will receive notification of approval or recommended revisions within one month. This policy covers any and all courses in which students are either encouraged or required to go off campus to do service or community related work. Faculty who wish to offer Service-Learning must comply with this policy.

Faculty who are unsure whether their courses or course components qualify as Service-Learning must consult their respective Division Deans or the Coordinator of Experiential Education.

Approved Community Partners: The mission and values of community partners for Service-Learning must be compatible with the mission and values of Neumann University. A list of approved community partners should be obtained from the Coordinator of Experiential Education prior to the application process. Faculty may also select community partners in collaboration with the Coordinator of Experiential Education. Prior to the service experience, the faculty member will identify the number of service hours which meet the objectives of the course and the needs of the community partners. (See Service-Learning website for documentation required. - <http://www.neumann.edu/academics/service-learning/default.asp>.)

Assessment: Measures for assessment (student learning outcomes, goals and objectives) and guidelines for required reflection must be identified clearly in the syllabus. The institution may also conduct assessments to determine faculty and student understanding and engagement, impact on community partners and the degree to which service is pervasive within the institution.

Critical Reflection: Reflection in light of the institution's identity as Catholic in the Franciscan tradition is an essential component of service-learning. Reflection should deepen as a student matures. The content of the course will determine the focus of the reflection.

Fundraising and Collections: Service which entails fundraising of any kind requires prior approval from Institutional Advancement. (See Policy FR 1.00 in the Policy Manual for Institutional Advancement.) It is the instructor's responsibility to obtain all signatures necessary for approval and to process the required forms. Collections of useable goods in acceptable condition (e.g. unexpired canned goods, toys, and clothing) must be pre-approved by the Office of Mission and Ministry. (See Policy CM 1.02 in the Policy Manual for Mission and Ministry.)

Risk Management: Faculty are required to be informed and file all necessary documents as recommended by the university on the Service-Learning website. (<http://www.neumann.edu/academics/service-learning/default.asp>) Service-Learning policy, procedure and activities are intended to be aligned with best practices in institutional risk management.

April 9, 2010