

POLICY ON SERVICE LEARNING

This policy statement was recommended by the Academic Senate on October 10, 2019
and approved by the President on October 28, 2019.

1.0 Introduction

This policy establishes guidance on Service Learning (SL) for the entire campus. It addresses the approval process and the role of the Center for Community Engagement (CCE). This policy does

1. The Service Learning component is articulated in the course syllabus , learning objectives and/or outcomes and integrated throughout the course requirements (projects, assignments, presentations, exams, etc.);
2. The course requires a minimum of 20 hours of service for each enrolled student spread throughout the semester in which the course is offered. Hours must be reported by students and tracked by faculty and the current campus data tracking management system;
3. The course incorporates regular opportunities for oral and written reflection on the
4. The course provides opportunities for sustainable and reciprocal campus-community partnerships and provides mutual benefits for the both the students and community;
5. The current CSULB risk management and affiliation agreement process requires that the CCE initiate and complete the formalization of Service Learning Affiliation Agreements between Community Partners and our campus Service Learning Program, while , thereby completing the approval process. In consultation with the CCE, for each section, the instructor must complete Service Learning Affiliation Agreements with community partner sites, in conformity with CSULB risk management requirements an der 1064 (EO 1064).

In order to support faculty and students, College and Department Curriculum Committee Chairs may consult with the Executive Director of the CCE regarding any of the above Service Learning components.

The CCE will maintain and update best practice guidelines and tools on an on-going basis to serve as resources for interested faculty members and committees. While responsibility for intellectual content of courses resides with the faculty, CCE provides technical certification as below.

4.0 Certification

New course syllabi will be certified to carry a Service Learning (SL) designation by the Director of Center for Community Engagement. In order to request this certification, faculty must submit the proposed syllabus to the Director, as well as any other information the Director might reasonably request. The request (and syllabus) must be submitted by September 1 for spring and summer and February 1 for fall and winter and the Director shall respond within three weeks. If the Director rejects the request, the faculty member may appeal to the appeerse

selecting body may choose the selection process and duration of service of their members. Without certification, the SL designation is null and void. Only courses approved for the SL designation will be in compliance with EO 1064. Course syllabi previously designated SL must be certified under the new policy.

If SL requirements (e.g., community partner) change after the course is first offered, the course will need to be re-certified before it is offered in its new iteration. CCE will monitor course compliance with SL requirements each semester a course is offered using the current campus data tracking management system. In consultation with the department, CCE may decertify SL classes that are out of compliance. Departments may also, at any time, request removal of the SL designation of one or more of its courses through the process outlined in the current policy.