

SERVICE-LEARNING COURSE GUIDELINES

Service-Learning Course Proposal Review Process

To receive a service-learning course designation, a student's work outside the classroom at a designated site should meet the following service hour requirements:

- 8 hours per semester for a 1 credit course
- 15-16 hours per semester for a 2-credit course
- 24-25 hours per semester for a 3-credit course

Steps to receive approval for Service-Learning (SVL) Course Designation:

1. Develop syllabus, complete Request Service-Learning Designation (Form H), and The Service-Learning Approval Form (signature page). Please visit the OLSL website (olsl.uncg.edu) or make an appointment to speak with a staff member at SL_OLSL@uncg.edu if you would like assistance or additional resources to prepare your service-learning course.
2. Submit a proposal to the proposing faculty member's Department Chair/Head.
3. With the prior approval of said Department Chair/Head, submit:
 - **Request for Service-Learning Course Designation (Form H) by e-mail to sl_olsl@uncg.edu**
 - **Hard copies of The Service-Learning Approval Form by campus mail to Office of Leadership and Service-Learning, 217 EUC**

The Office of Leadership and Service-Learning (OLSL) will verify that the submission is complete when all materials have been received by both e-mail and campus mail. If not, the submission will be sent back to the faculty member requesting corrections or additional materials.

Make sure you:

- a complete **in full**, the Request for Service Learning Course Designation (form H) and Approval form.
 - b attach all needed materials (there are five requests under category II).
 - c complete checklist for service-learning criteria (category III).
 - d attach a copy of the syllabus.
4. The SVL proposal will be reviewed by the Approval Committee upon receipt.
 - a. The course will be approved or the instructor will be asked to incorporate changes necessary to meet the standards for UNCG service-learning curricula. If the syllabus requires changes or additions, detailed feedback will be provided by the committee to the faculty member to ensure future course approval.
 5. Faculty will be notified of approval or request for revisions. Any syllabus that does not meet the SVL Course criteria will not receive the SVL designation in the Schedule of Courses. OLSL will notify the Registrar's Office of approved courses.

6. New courses requesting SVL designation must also be approved by the UCC or GSC. Existing courses may be sent directly to the Service-Learning Committee for review.