Faculty Service-Learning Checklist

Before Semester Begins:

- Notify Tim Stewart, Director of Service-Learning, tim.stewart@belmont.edu, 615-460-5431, about incorporating service-learning into your course.

- If your course is not designated as a Service-Learning course (S) in ClassFinder and you wish it to be, you must complete a Experiential Learning Designations Form. Please note that it is due at the beginning of the semester prior to the semester you’d like the class designated.

- Identify community partners or potential community partners and complete M.O.U.s if applicable. A list of agencies with which Belmont already has M.O.U.s on file can be found by using “SEARCH BY” and “Partner” on the Agency Page in Get Connected. For these agencies, the instructor can obtain a copy of the M.O.U. from the Office of Service-Learning and then only needs to complete a Course Agreement form with the agency.

- If using Get Connected to facilitate your service-learning class, work with Tim Stewart and/or your partner agencies to set up the Get Connected site for your class.

At the beginning of the semester:

- Announce the service-learning component to your class and list the details in your syllabus.

- Explain the goal of service-learning and define how it is different from volunteerism or community service.

- Discuss the benefits of service-learning to the students, agency, and local community.

- Highlight or propose some sample service-learning opportunities for students.

- Have students to complete appropriate Release forms and Codes of Conduct. This can be facilitated using the Get Connected platform if you are using it for your class.

- Describe the steps for students to locate, secure and track service-learning placements, including using the Get Connected platform or student selected M.O.U.s, as applicable.

- Discuss the evaluation and reflection methods tied to the service-learning component, including an alternative assignment if relevant.

During the semester:

- Monitor students’ progress in finding service-learning placements to ensure on time completion. Use of Get Connected greatly facilitates this process.

- Conduct periodic assignments or reflection activities to connect service back to the learning objectives.

At the end of the semester:


- Have students complete the Student Survey, http://www.belmont.edu/sl/survey_and_reporting_tools/index.html

- Complete the Service Completion Form for each service-learning project, http://www.belmont.edu/sl/survey_and_reporting_tools/index.html

- Submit Class Roster (Names, BU ID#, # of hours of service) and a brief description of the service(s) performed to laura.kalb@belmont.edu, if your students are eligible to receive convocation credit for their service (i.e. students are not required to take the class to graduate, may take a section of the class that does not have a service-learning component, or the service-learning component of the class is optional). For students and faculty using Get Connected, verified service hours will be submitted regularly throughout the semester for convocation credit if the instructor prefers. Please contact Tim Stewart, tim.stewart@belmont.edu, 615-460-5431, if you have questions about the appropriateness of submitting service-learning hours for convocation credit.

Material Adapted from College of Southern Maryland’s Faculty Handbook, http://www.csmd.edu/servicelearning/