

## SERVICE LEARNING COURSES AT THE UNIVERSITY OF MONTANA

**Service Learning** is a method of teaching and learning in which students, faculty and community partners work together to enhance student learning by applying academic knowledge in a community-based setting. Student work addresses the needs of the community, as identified through collaboration with community or tribal partners, while meeting instructional objectives through faculty-structured service work and critical reflection meant to prepare students to be civically responsible members of the community. At its best, service learning enhances and deepens students' understanding of an academic discipline by facilitating the integration of theory and practice, while providing them with experience that develops life skills and engages them in critical reflection about individual, institutional, and social ethics.

Courses based upon the service learning instructional method are designated as **Service Learning** courses in each semester's Schedule of Classes.

### INSTRUCTIONS FOR SERVICE LEARNING COURSE DESIGNATION FORM

#### I Summary of Proposed Changes

- ✓ **Course Number** includes abbreviation and level. (i.e. U ENLT 352) For new courses, the assigned number must not be in use or been used for the past 10 years. UG courses must have a 400 number.
- ✓ **Course title:** Please list the complete title, no abbreviations. Proposed course title should end with the following designation: **/Service Learning**
- ✓ **Short title** is limited to 26 characters/spaces or fewer to fit on student transcripts.

#### II Endorsement/Approvals

- ✓ **Signatures**– The form must have the signature of the individual making the request, the Chair or Director of the Department/Program, the Dean, and the Chair or Director of the other programs that are affected by the proposal.
- ✓ **NOTE:** If this is a proposal for a new course, it must be accompanied by a Course Form. (For existing courses, the Service Learning Course Designation Form may be submitted by itself.)

#### III UM Service Learning Definition

- ✓ Please include this text in your course syllabus

#### IV Service Learning Course Criteria

- ✓ Review the criteria for Service Learning courses and determine whether the proposed service learning course fits all of the criteria. If so, proceed to the next section.

#### V Confirmation of Service Learning Course Criteria

- ✓ Explain how this course meets each of the listed criteria.

## **VI Community Partner Information**

- √ Provide information on the organization(s) that will provide service placements for students in this course.

**VII. Syllabus:** Paste syllabus into the form, or attach and send digital copy with form. The syllabus should clearly indicate that this is a service learning course and it should include the UM Service Learning Definition. The syllabus should also demonstrate how the above criteria are satisfied. For assistance in preparing a service learning course syllabus, see <http://www.compact.org/syllabi/> or contact Andrea Vernon, Director of the Office for Civic Engagement: [andrea.vernon@umontana.edu](mailto:andrea.vernon@umontana.edu). If you have difficulty pasting the syllabus in the form, simply attach to the form and be sure to include the electronic copy in the files submitted.

**VIII Copies and Electronic Submission –** The approved original, one paper copy, and an electronic file (attached via email or disc/cd) must be submitted to the Faculty Senate Office (UH 221, [camie.foos@mso.umt.edu](mailto:camie.foos@mso.umt.edu)) by the deadline. One copy will be used by the Faculty Senate Secretary to post to the website, the other will be provided to the subcommittee chair to note any changes and then pass on to the Associate Registrar for preparation of the new catalog.

**IX Form available on the Faculty Senate Website-** You are welcome to review the form on the website for accuracy. It will be indexed under the appropriate review subcommittee. Allow 5 working days past the curriculum deadline for processing.

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