UMass Lowell Service-Learning Course Attribute Form

A complete application will include the following information and documentation when submitting:

1. A completed Service-Learning Attribute Form
2. A detailed course syllabus outlining course objectives and service-learning project details
3. Completion of attached sheet identifying that the course meets each of the six criteria for service-learning course attribute
4. A list of proposed and/or secured community partners with contact information (if available)

Form Information:

College & Department or Program(s)

Course Title ____________________________ Course Number ____________________________

Credit Hours ___________ Semester(s) Offered ____________________________

Course Section Numbers with SL Components ____________________________________________
(if ALL sections of the course are SL, please note that above)

Percentage of the course grade based on the Service-Learning Component: _______ %
(This number is used to approximate the number of student SL hours)

Service-Learning Component is: OPTIONAL or REQUIRED (circle one)

Permission from Instructor needed for students to register: _______YES _______NO
(Please select yes if there are course specific details students need before you’d like them to register.)

Instructor (print)______________________(sign)_____________________ (date)_____________

Telephone __________________________ Email __________________________

Department Chairs must sign below approving that this course is being offered for the listed semester(s).
This signature is not for approval of the Service-Learning attribute.

Chair - Print __________________________ Chair - Signature __________________________ Date _____________

Attached Documents:

Please check the box next to additional documents included in this packet. Ensure your name and course number are on the attached documents.

☐ Course Syllabus
☐ Community Partner Information (or please list intended partners below)
  ○ ____________________________________________________________
  ○ ____________________________________________________________
  ○ ____________________________________________________________
Service-Learning Course Attribute Criteria:

For an undergraduate course to bear the Service-Learning Attribute, service and learning must be integrated in order to enhance both. Please check all of the below criteria you confirm applies to your course:

- **Service**: Students will provide a needed service to educational institutions, governmental agencies, community-based non-profit entities or individuals who are directly or indirectly collaborating with one of the aforementioned parties.

- **Clear linkage between the service and course learning goals**: The service will be related to the subject matter of the course. Knowledge from the discipline or program will inform the service experiences.

- **Preparation for service**: Students will be prepared for the roles they will occupy, including preparation to respectfully engage with a community that may not be their own and to work with people who may differ from them significantly in terms of race, class, or other elements of social identity.

- **Structured reflection/analysis**: Students will engage in systematic reflection or analysis on their experience in the community—through talking, writing, or other means—in order to think about what they have learned through the service experience and how these experiences relate to the subject matter of the course.

- **Assessment**: The course will offer a method to assess the learning derived from the experience. Credit will be given for the learning and its relation to the course, NOT for the service alone.

- **Evaluation of the service, the learning and the partnership**: There will be an opportunity for the service recipients (educational institutions, community-based non-profit entities or individuals) to provide feedback on the overall service-learning experience. The evaluation will inform how the service-learning experience will be adapted in subsequent semesters.

__________________________  ____________________________  ________
SL Coordinator - Print        SL Coordinator - Signature  Date

__________________________  ____________________________  ________
UPC - Print                  UPC - Signature            Date

Date received by Registrar __________________________