Please complete this form regarding your upcoming service-learning course and return it with your course syllabi to Jenny Trimble via email at jtrimble@elon.edu. Your syllabi will be added to our database of courses which have service components. This information may be shared with others who are interested in learning about service-learning.

**Academic Service-Learning Course Information Form**

**General Information**

Professor’s Name_________________________________________________________________________________

Academic Department _______________________ Campus Box____________ Email__________________________

Course (Name & Number & Section)________________________________    Class Level(s):  FR  SO   JR   SR

Class Meeting (Day/Time/Location)___________________________________ Service is:    Required    Optional

Course Description:
________________________________________________________________________________________________
________________________________________________________________________________________________
________________________________________________________________________________________________

If you wish to use the resources that the Kernodle Center for Service Learning offers to faculty, please fill out the below portion of this form.

**Kernodle Center Required Information**

I would like assistance from the Kernodle Center in the following areas: (Please check all that apply)

__ Logistical Support (agency placements and coordination)
__ Service-learning Presentation (student led presentation to your course about service-learning)
__ Reflection Facilitation (assistance in leading and/or designing reflection activities specific to your course)
__ Course Evaluation (survey given to your students to elicit feedback on service experiences)

**Logistical Support**

The following information will be useful in determining appropriate agency placements for your course.

Service- learning in the above course will be: (Please check all that apply)

__ Ongoing (full semester)
__ Short Term (2 weeks to 3 months)
__ One Time (1 day to 2 weeks)
__ Direct Service (Service activities are completed at the organization)
__ Indirect Service (Service activities involve initial on site contact but primarily service takes place outside the organization)

I would like my students to have the following interactions during their service: (Please check all that apply)

__ One to one with client interaction
__ Interaction with overall organization operations
__ Interaction with staff
__ Interaction with board of Directors
__ Interaction with one aspect of Services provided through the organization
__ Service is Indirect, thus interaction with organization is minimal

Number of service hours required (15 or more hours is highly suggested) ________

Hours are completed:

__ Over the course of the semester
__ number of hours weekly
__ During weeks________through_______in the semester
During their service experience, my students will:
___ Work together on service efforts and need to be able to serve at the same time
___ Serve at the same organization but perhaps work at different times

The service project in my course will be:
___ One project is needed for entire class to work on (in groups or as individuals, noted above) and partnering organization will receive multiple tangible products
___ One project is needed for entire class to complete together
___ Multiple organizations/projects are needed

Do you prefer your students to work with specific agency (ies)? YES NO
If YES, please list the agencies name(s):_______________________________________________________________

What social issue(s) do you prefer that your students participate with during their service-learning project?
___ Any Social Issue  ___ Elderly  ___ Medical Care  ___ Women’s Issues
___ Animal Care  ___ Environmental Action  ___ Mental/Physical Disabilities  ___ Other
___ Children  ___ Hunger and Homelessness  ___ Tutoring & Literacy

**Additional Information**

Please respond to the following questions. It will assist us in describing your course to partnering agencies.

1. Why have you chosen to integrate a service-learning project into this course? What do you hope that your students will learn/gain from this experience?

2. What are the learning and service objectives for this course?

3. What type of preparation activities will you incorporate into this course? (e.g., agency presentation/tour, preliminary readings/research, assumptions/fears paper, panel discussion, etc)

4. What type of reflection projects will you incorporate into this course to combine learning from in-class activities and service-learning activities?