**Service-Learning Designated Program**

**Distinction**

**Overview**



The Service-Learning Designated Program Distinction is designed to recognize and support academic programs/departments on campus that demonstrate an exceptional commitment to community involvement and engaged learning through participation in service-learning.

The goals of this program are listed below according to the core themes central to our university’s mission:

Engaged

* Promote academic program/department-level collaboration and support of service-learning
* Encourage more faculty to offer service-learning classes
* Increase the opportunity for students to get involved in service-learning and earn the service-learning distinction at graduation
* Support greater involvement and interaction with the community

Serious

* Encourage academic programs/departments to think strategically about community engagement by including service-learning in their overall curriculum planning
* Increase the competence of students as they achieve academic goals through real-world applications
* Support continuous improvement of instruction through department/program support groups and attendance at service-learning conferences as well as iterative assessment of student learning outcomes
* Offer opportunities for contributing to the growing body of research on service-learning

Inclusive

* Promote civic engagement among students and faculty
* Create collaborations among students, faculty, and community partners
* Encourage meaningful interactions between students and diverse populations in our community, including people who are disabled, culturally different or economically disadvantaged

In summary, this program will help our students to become *professionally competent* as they act as *stewards of place* through serving the community and also demonstrate that they are *people of integrity* by keeping their commitments to their community partners.

**Requirements**



To qualify to be recognized as a Service-Learning Designated Program, \*academic programs/departments must meet the following qualifications.

* Offer at least 3 different service-learning courses, with unique course numbers, fall and spring semesters. Classes taught by both full-time and adjunct faculty will count for this requirement.
* Ensure that at least one of the service-learning courses offered each year is a discipline core course, if the program/department has defined discipline core courses for one or more majors.
* Demonstrate that there are at least 3 full-time program/department faculty members involved in service-learning each year, or 50% of the program/department’s faculty.
* Work with the Center for Social Impact, if the department/program has one or more majors, to define a student service-learning distinction (service-scholar) track tailored for the department/program with requirements that are parallel in scope\* with the requirements outlined for the generic, campus academic service-learning distinction track (See service-learning distinction program overview.)
* Appoint one faculty member in the program/department who is involved in service-learning to act as *service-learning liaison* to coordinate and report service-learning activity for the program/department.

\*An “academic program” can bridge departments (e.g. integrated studies, CAL, and honors programs), be a department itself (e.g. the digital media department and developmental math department), and/or be a subset of a department (e.g. the human resource management, entrepreneurship, and hospitality management programs within the management department).

\* Programs/Departments may substitute up to 150 hours of program/department-related service hours such as internships, clinicals, and student teaching, toward the 250 hours of extra-curricular service required for the student service-learning distinction, IF the hours

* directly benefit a nonprofit organization or agency, or
* involve service related to *careers in the common good*, careers that focus on social responsibility and are dedicated to addressing community needs (e.g. social work, education, sociology, fire science, healthcare, environmental science, and psychology) and
* are unpaid hours, or, if the student is on a scholarship, funds are not payable directly to the student

*The requirements for this program and the student service-learning distinction program have been benchmarked against national and regional standards.*

**Application Process**



To apply, programs/departments should:

1. Determine if they meet the criteria outlined above.
2. Get the approval of the program coordinator/department chair.
3. Assign a liaison for the program/department.
4. Fill out the attached **Service-Learning Designated Program Application Form** and have the program coordinator/department chair e-mail an electronic copy to socialimpact@uvu.edu. If you have questions, contact the Director of the Center for Social Impact (Summer Valente, Summer.Valente@uvu.edu) or the Director of Academic Service Learning (Jonathan Westover, jonathan.westover@uvu.edu).

The university’s Service-Learning Committee will review your Service-Learning Designated Program Application. You will then be notified if the committee has approved your application. Upon approval, your dean will also be notified of the distinction.

**Grants**



To encourage and support programs/departments who take the initiative to merit the Service-Learning Designated Program Distinction, the university will offer mini-grants between $500-$1000/year to be used by programs/departments to cover costs for service-learning initiatives such as

* Travel to attend or present at service-learning conferences
* Activities or materials for service-learning courses
* Service-learning research

To qualify for the mini-grant, the program coordinator/department chair or service-learning liaison must submit a copy of the attached **Service-Learning Designated Program Application Form**, showing the service-learning courses being taught during the academic year (fall, spring, summer semesters), by no later than **September 20th** to be considered for a $1,000 mini-grant or **January 15th** to be considered for the $500 mini-grant, if funds are available. If the department/program meets all the qualifications previously stipulated, the program/department will receive the mini-grant.

A new application form must be submitted at the beginning of each new school year to earn the distinction and grant for that year.

To use these funds, you must

1. Fill out the attached **Service-Learning Funds Request Form**, listing & justifying your expenditure, and attach copies of receipts for all expenditures.
2. Have the program coordinator/department chair or liaison e-mail an electronic copy of the form and documentation to socialimpact.uvu.edu.
3. If your request is approved, your program/department will be reimbursed for the amount of the mini-grant upon receipt of the required documentation.
4. If your program/department does not use the funds for qualified purposes by the end of the fiscal year, the remaining funds will be swept.
5. Each faculty member listed on the designation application must complete an on-line assessment before the reimbursement of funds. The on-line assessment will be sent via e-mail to each faculty member.
6. Submit a reflection piece highlighting the service-learning efforts and outcomes for your program/department. The reflection piece will be displayed at the Center for Social Impact’s annual recognition luncheon held in the spring. This can be a poster, table display, pictures, etc. Programs are required to provide a digital copy to the Center for Social Impact.

**EXAMPLE**

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| **Service-Learning Designated Program**  Application Form | | | | | | | | | | |
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| College/School: **Woodbury School of Business** | | | | | | | | | | | | |
| Program: **HR Management** | | | | Chair: **Dr. Jeff Peterson** | | | | | Liaison: **Jonathan Westover** | | | |
| Course | | Outcomes | Credits | | Project  Type | Number of Sections | | | | Required Course? | Instructors\* | |
| F17 | S18 | Su18 | |
| HR 3430 -  Introduction to HR | | 25+ hour HR planning/staffing consulting projects with community clients; team oral presentation and written report to class and community client. | 3 | | Group | X | X | X | | Required for all management students; WSB Elective | Dr. Bernd Kupka  Dr. Jennifer Schultz | |
| HR 3550 - Organizational Development and Change | | 25+ hour organizational development consulting projects with community clients; team oral presentation and written report to class and community client. | 3 | | Group |  | X |  | | Required for all HR students; WSB Elective | Dr. Jonathan Westover | |
| HR 3570 - Employee Training and Development | | 25+ hour training and development consulting projects with community clients; team oral presentation and written report to class and community client. | 3 | | Group | X |  |  | | Required for all HR students; WSB Elective | Dr. Bernd Kupka | |
| HR 4000 –  Total Compensation I: Pay/Incentive | | 25+ hour training and development consulting projects with community clients; team oral presentation and written report to class and community client. | 3 | | Group | X |  |  | | Required for all HR students; WSB Elective | Connie Barker | |
| HR 4010 –  Total Compensation II: Benefits | | 25+ hour training and development consulting projects with community clients; team oral presentation and written report to class and community client. | 3 | | Group |  | X |  | | Required for all HR students; WSB Elective | Matt Burgon | |
| HR 4050 –  HRIS | | 25+ hour training and development consulting projects with community clients; team oral presentation and written report to class and community client. | 3 | | Group | X |  |  | | Required for all HR students; WSB Elective | Matt Burgon | |
| HR 4610 -  Workforce Planning and Staffing | | 25+ hour HR planning/staffing consulting projects with community clients; team oral presentation and written report to class and community client. | 3 | | Individual |  | X |  | | Required for all HR students; WSB Elective | Dr. Bernd Kupka | |
|  | | Total | 21 | |  |  |  |  | |  |  | |

\* Indicate adjunct faculty with an asterisk

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| **Service-Learning Designated Program**  Application Form | | |
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| College/School: | | | | |
| Department/Program: | | Coordinator/Chair: | Liaison: | |

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| Course/Section/CRN # | Outcomes | Credits | Project  Type | Number of Sections | | | Required Course? | Instructors\* |
| F17 | S18 | Su18 |
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\* Indicate adjunct faculty with an asterisk

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| **Service-Learning Designated Program**  Funds Request Form | |
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| Submittal Date: | | | |
| Department: | | | |
| Banner Index Number: | | Account: | |
| Person responsible for index number: | | | |

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| **Description** *(Please attach appropriate receipts/paperwork including travel authorization and travel reimbursement forms if applicable. Also, indicate* ***which service-learning course(s)*** *the funds will benefit. )* | **Amount** |
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| **TOTAL** |  |

**Approvals**

     

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Department Approval Date

     

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Academic Service-Learning Director Date

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| **For Office Use Only**  Amount Transferred \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Reference Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |