

This rubric will be used to determine if your course qualifies as a Service-Learning Course. Please use this checklist to be sure your application \_\_\_\_\_ syllabi convey the following information:

Course design:

- \_\_\_\_\_ Service addresses a community-identified need (campus, local, regional, global)
- \_\_\_\_\_ Involves reciprocity between course and community that can increase student civic awareness and engagement
- \_\_\_\_\_ Community partner(s) is/are: a non-profit organization, governmental agency, PreK-12 school, philanthropic arm of a for-profit organization, or other initiative approved by CCELL
- \_\_\_\_\_ Grade given for achieving course goals via S-L activity, not just for completing hours
- \_\_\_\_\_ Includes plans for assessing how well community need has been met
- \_\_\_\_\_ If class is S-L optional, has plan for providing CCELL list of S-L students prior to midterm date

Syllabus:

- \_\_\_\_\_ Clearly identifies the course as S-L or S-L optional
- \_\_\_\_\_ Makes clear how the service activity is connected to course content and/or objectives
- \_\_\_\_\_ Includes a scheduled orientation to prepare students for service experience
- \_\_\_\_\_ Contains an explanation of service activities and estimated # of service hours
- \_\_\_\_\_ Contains contact information and directions for communicating with community partner(s)
- \_\_\_\_\_ Describes one or more structured reflection activities that connect service and course content
- \_\_\_\_\_ Contains explanation of risk management policy and student trip insurance requirement
- \_\_\_\_\_ Contains explanation of and/or links to LSU's Engaged Citizens program (undergrad classes only)