



## A Semester for Faculty Doing Service-Learning

### ESSENTIAL KEYS

### Corresponding Details

- 1. Integrate S-L into syllabus and/or create S-L assignment handout for students. Send to S-L office.**

1. You post all syllabi to the repository, so only assignment sheets should be sent to S-L office. Either way, students should see **The ONE S-L course learning outcome\* & your class-specific rationale for service.** Do they “get” what to do & how it’ll be important to their learning of your material?  
\* See p.2 for Outcomes. Adding S-L Program Outcomes is a plus. I can help introduce S-L in your class; please email to set up.
- 2. All S-L students must register online.**

2. Just direct them to our S-L website. We’ll send you a report after the registration deadline. See p.2 for more. \* You can find us on Facebook & WebPortal’s bookmarks

Registration is important. It covers...

  - Liability & Release of student work/likeness.
  - Site/community agreement
  - Students doing S-L for more than one class.
  - WASC requirements

& ALSO helps with student scholarships, awards, development of new projects.
- 3. Facilitate student reflection**

3. Offer written &/or oral prompts (samples online). As you cover material in class, ask students for insights/examples from their S-L experience. Whether or not they opted for S-L, all your students should understand why you offered S-L in this course.
- 4. Follow up: Did we honor commitment to community? Does SL have complete records of your students’ service hours?**

4. Attrition? Technical/logistical problems? Just communicate. The S-L office can help manage the community relationship, IF we know what’s going on.  
We’ll send you an end-of-semester report, w/everything your students submit. Please send US any other data you have.
- 5. Turn in evidence to S-L office.**

5. Share raw evidence of progress toward S-L Course Learning Outcome: How did students demonstrate that they understood the connection between the service experience and the course content?  
Typically, this is easily assessed through written reflections. All we need is the “raw material” from students. You don’t have to process anything (except for your own grading purposes).  
See p.2 for more on “evidence” and outcomes.
- 6. Share work at S-L Day. We can pickup & store anything you have to share.**

6. Our annual celebration of S-L needs submissions from both Fall & Spring semesters. Posters, presentations, photos, etc. are all welcome. We can help prepare displays year-round.

**The Service-Learning Office has moved to Henry 117.**

Contact Director Candice Sakuda at (808)735-4895, or [csakuda@chaminade.edu](mailto:csakuda@chaminade.edu)

Resources, updates, & reminders: "Like" us on Facebook



Our CUH S-L website is on your Portal – check your bookmarks

## Service-Learning Outcomes and Evidence

### General S-L Student Learning Outcomes:

As a result of the Service-Learning experience, students will:

1. demonstrate an understanding of the connections between academic work and real-life situations [This is a *COURSE LEARNING OUTCOME*]

2. demonstrate an understanding of and commitment to their role in issues of public concern \*\*

3. demonstrate how service-learning increased their interest in being civically engaged \*\*

\*\*#2 & 3 are *PROGRAM LEARNING OUTCOMES*

In your classes, are students doing work that benefits the community in any way?  
Community-based research? Advocacy? Direct service?

The WASC team needs faculty to do 1 simple thing – share. TELL your students what they're supposed to gain from doing S-L (3 outcomes), AND share their progress toward the **FIRST outcome** w/us:

Please be sure **S-L Course Learning Outcome (#1)** is evident in your syllabi OR project assignment description. Focus on it in your work w/students.

At the end of the semester, please send evidence of your students' progress toward outcome #1. Evidence can be in the form of reflection papers, powerpoint presentations, test data, video, etc. Raw materials (students' original submissions) are fine.

By examining the material submitted by each instructor, the S-L WASC Committee will assess students' progress ON OUTCOME #1 ONLY, for your courses. The Committee will conduct campuswide assessments to examine progress toward PROGRAM OUTCOMES #2 AND #3, using *other* instruments.

### All S-L Students Must Register

1. The S-L Registration will be UP on the S-L website! Just direct students here. They will be guided through the process.

[http://www.chaminade.edu/service\\_learning/](http://www.chaminade.edu/service_learning/)

2. After entering information online, students get to print a release/waiver and contract.

3. Complete with site/project placement info, students submit this page to S-L Office by due date posted. (need a different date? Contact us.)

4. Those students counting "hours" at community sites will receive a timesheet/eval form. This will be due at the end of the semester as usual.

**If you're doing a whole-class project/in-class project,** students just need to register online and print & sign the waiver page. Even if you are signing as their "supervisor," be sure the S-L office knows about your project and community partners, and general # of hours each student committed to S-L in class. No other paperwork is needed.

[http://www.chaminade.edu/service\\_learning/](http://www.chaminade.edu/service_learning/)

Service-Learning | Faculty Resource Center

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Faculty Resource Center

#### Overview



**Without Faculty, we'd have no Service-Learning**

#### RESOURCE CENTER CONTENTS

Service-Learning @ Chaminade

[| Why do Service-Learning \(S-L\) ? |](#)

Incorporating S-L into your course

[| Basic Requirements |](#) [| Criteria for Syllabus Integration |](#) [| Successful Syllabus Submissions |](#)

Supporting our S-L students

[| Instructions for Students |](#) [| Reflection Strategies |](#) [| Scholarships for Service |](#)

Facilitating and assessing outcomes

[| Outcomes Instructions |](#) [| How to submit evidence \(end of semester\) |](#) [| Example of a Basic Rubric |](#) [| Reflection Strategies |](#)

More Resources

[| Sullivan Family Library |](#) [| S-L Courses: Professors, past and present |](#)