**Please complete this form and email it to Jennie Popp (**[**jhpopp@uark.edu**](mailto:jhpopp@uark.edu?subject=Course%20Designation)**) AND**

**Rachel Backes (**[**svclrn01@uark.edu**](mailto:svclrn01@uark.edu?subject=Course%20Designation)**). Please also email your syllabus if one is available.**

**COURSE BASICS**

1. Course Title:
2. General Approval Status of Course:

\_\_\_ Approved by the appropriate college/school curriculum committee

\_\_\_ Submitted for review by the appropriate college/school curriculum committee

\_\_\_ Not submitted for review by the appropriate college/school curriculum committee

1. Country where service activity will take place:
2. Primary Instructor:
3. Email:
4. Phone:
5. University Address:
6. Co-Instructor(s):
7. Course Alpha:
8. Course Number:
9. Section:
10. Cross Listings:
11. College(s)/School(s):
12. Semester this course will be offered next:
13. Semester(s) taught in a given year:
14. Credit Hour(s):
15. Number of Seats Available/Max. Enrollment:
16. Do students need a background check?

(Needed if working with children, vulnerable populations, please ask if unsure)

1. Do students need liability insurance?

(Needed if working with patients, please ask if unsure)

1. Does your course need an additional fee? (If so, please explain)
2. Proposed Community Partner(s):
3. Number of required service hours:
4. Is this class always taught with a service-learning component?

If no, please explain (500 characters or less):

1. Is the service learning component optional?
2. Course Description (1,500 characters or less):
3. Learning Objectives (1,500 characters or less):
4. I am aware of Student Travel Policies: [*http://vcfa.uark.edu/policies/fayetteville/sade/3324.php*](http://vcfa.uark.edu/policies/fayetteville/sade/3324.php)

\_\_\_ YES \_\_\_ NO

1. I am aware of the Risk and Property Management Policies**: *http://risk.uark.edu/604.php***

\_\_\_ YES \_\_\_ NO

**CRITERIA**

1. Criterion: *A service learning course demonstrates a clear and articulated connection between service activity and course content.*

Please describe (1,500 characters or less) the connection between the course content and the service learning activity.

1. Criterion: *Service learning activity supports attainment of one or more course learning objectives.*

Please explain (1,500 characters or less) how the service learning activities support the attainment of one or more course learning objectives.

1. Criterion: *Service learning addresses a community (which includes schools, organizations, agencies and companies that comply with the rules of University of Arkansas) need through formal collaborations with program‐identified appropriate partners.*

Please explain (1,500 characters or less) how the service learning activity addresses a community need and the role of the student in the activity.

1. Criterion: *Service learning involves training for students before working with partners.*

Please explain (1,500 characters or less) how the students will be prepared to work with the community partners.

1. Criterion**:** *Service learning involves structured student reflection.*

Please describe (1,500 characters or less) how reflection is incorporated into the course.

1. In 2-3 sentences can you summarize for us the specific value that is added to your course by including the service learning component?

Please be specific, this information in part will help us market your course.

**ASSESSMENT**

1. What assessment activities or final work products are you considering, to help students connect the academic and service components of the course?

* Final paper
* Class presentation
* Class poster
* Presentation outside of UA (indicate location)
* Other (please explain)

2. Are you willing to share assessment activities or final work products with the Service Learning Committee?

**Thank you for your submission!** Courses for designation are sent to the committee on the 15th of the month for review. You will be notified of the result the following month.

Please note: The University’s course scheduling procedures require identification of designated courses well in advance of the semester it will be taught. The committee will inform you of what semester this designation will be effective.

Please direct questions to Jennie Popp ([jhpopp@uark.edu](mailto:jhpopp@uark.edu?subject=Course%20Designation)), Angela Oxford ([afoxford@uark.edu](mailto:afoxford@uark.edu?subject=Course%20Designation)), or Febriyanti Lestari ([svclrn01@uark.edu](mailto:svclrn01@uark.edu?subject=Course%20Designation))