

Essential Items for Service-Learning Faculty

To include your course in the Service-Learning Program at UCA, please follow these steps:

1. **Course Designation:** Designate the course as S-L in Banner for advance registration and assessment purposes. Fill out the [Service-Learning Course Designation Form](#). This will need to be done each semester. *If you want your course to show up as a service-learning course when students advance register, course information is due before advance registration, usually about mid-semester of the previous semester.*
2. **Apply for a Seed Grant:** If you will need funds for your service-learning project, consider submitting a [Request for Funds](#) for a seed grant of up to \$250. Ten awards are granted each academic year.
3. **Communication with Community Partner:** Communicate with your community partner(s) about your respective needs, expectations, and timelines. Share the [Community Partner Handbook](#) with your partner agency or have students share the handbook if they are responsible for initiating contact.
4. **Risk Management and Liability:** Have students sign [UCA's waiver form](#) (this can also be done in [CubConnect](#)) if they will be completing service off campus. If background checks are required by the agency, contact Lesley Graybeal. **Submit signed waivers to the Service-Learning Program.**
5. **Service Hours:** Students are able to log their service hours in GivePulse. Please feel free to share the [Instructions for Adding an Impact](#). **If you would like to be able to approve and/or view students' hours,** contact Lesley Graybeal to have a course created for you in GivePulse.
6. **Assessment Plan:** At the end of the semester, use [Service-Learning Assessment Rubric](#) available to assess student outcomes. Report results online using the [Service-Learning Rubric Report Submission](#). Faculty and community partners will also be asked to complete a brief survey, and students will answer a few extra questions about the service-learning experience on their course evaluations.
7. **Service-Learning Awards:** At the end of the semester, consider nominating students, community partners, and other faculty for a [Service-Learning Award](#).

Links to forms are also available on the Service-Learning Program website under Faculty Resources. **Link:** uca.edu/servicelearning/faculty/faculty-resources