Service-Learning & Community Engagement Application

Service-learning is “a teaching and learning strategy that integrates meaningful community service with instruction and reflection to enrich the learning experience, teach civic responsibility, and strengthen communities” (Seifer & Connors, Eds., 2007, p. 4).

As part of its mission to foster a culture of excellence in teaching and learning, which can be achieved by an increase in service-learning experiences for students, the Center for Teaching & Learning is funding this service-learning grant opportunity. Full-time faculty members are eligible to apply for funding to support service-learning course activities. Funds should be used to allow faculty to enhance a course with a service-learning project that permits a class to engage in course-related service-learning activities students would otherwise be unable to complete. Funds allow the faculty member to enhance the integration of the service project and service-learning within the course.

Overview

Proposals are being accepted for funds to support service-learning projects within courses at Northeastern State University. Full-time faculty may request up to $1,000 for these projects. Only proposals received by the deadline listed below will be reviewed. Faculty who receive funding through this grant program will be required to submit a final report summarizing the project and results. As well, faculty receiving funding will be expected to submit a piece on the project for the CTL Newsletter following completion of the project.

Proposals should be well written and concise. Narrative sections (sections 1-3) should not exceed a total of five pages. Proposals should include the attached cover page and should be submitted electronically to ctl-grants@nsuok.edu.

Proposals should include five sections:

1. Section 1 – A narrative summarizing the service-learning project and describing how the students will be prepared for the service-learning experience and how the project will support all service-learning standards for quality practice.
2. Section 2 – A narrative describing how the service-learning experience aligns with the course learning outcomes/objectives including a list of the learning outcomes for the proposed project and a description of how they are aligned with course level learning outcomes.
3. Section 3 – A narrative describing how the project will be assessed to demonstrate aligned student learning through this project and community and student satisfaction with this partnership.
4. Section 4 – A detailed budget and timeline for the proposed project.
5. Section 5 – A copy of the course syllabus that includes a description of the requirements for this project.
Service-learning Standards for Quality Practice include (NYLC, 2009):

- **Meaningful Service** – Service-learning actively engages participants in meaningful and personally relevant service activities.
- **Link to Curriculum** – Service-learning is intentionally used as an instructional strategy to meet learning goals and/or content standards.
- **Reflection** – Service-learning incorporates multiple challenging reflection activities that are ongoing and that prompt deep thinking and analysis about oneself and one’s relationship to society.
- **Diversity** – Service-learning promotes understanding of diversity and mutual respect among all participants.
- **Voice** – Service-learning provides individuals with a strong voice in planning, implementing, and evaluating service-learning experiences with guidance from instructor.
- **Partnerships** – Service-learning partnerships are collaborative, mutually beneficial, and address community needs.
- **Progress Monitoring** – Service-learning engages participants in an ongoing process to assess the quality of implementation and progress toward meeting specified goals, and uses results for improvement and sustainability.
- **Duration and Intensity** – Service-learning has sufficient duration and intensity to address community needs and meet specified learning outcomes.
- **Preparation** – Service-learning has been well-thought out and prepared so that participants are able to complete the projects with ease.

**Review Process**

Proposals will be evaluated by the Center for Teaching & Learning Advisory Board on the following factors:

- **Quality** – Whether the project meets the Standards for Quality Practice outlined above.
- **Relevance** – Whether the project aligns with course learning outcomes and fulfills a true community need.
- **Feasibility** – Whether the project can be completed in the time described and with the funds requested.
- **Assessment** – Whether the assessment plan for learning gained by this project is sufficient.
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**Submission Deadline:** Application and supporting materials must be submitted electronically to the Center for Teaching & Learning (ctl-grants@nsuok.edu) no later than midnight on the evening of **November 30, 2014.**
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Cover Page

Applicant Information

Name ________________________________

Department ________________________________

Contact Phone ___________________ Contact Email __________________________

Department Budget Contact Name & Email ________________________________

Department Chair Name & Email ________________________________

Project Information

Project Title ________________________________

Course Name and Number ________________________________

Community Partner(s) ________________________________

Community Partner(s) Contact Information ________________________________

Requested Funds Information

Total Amount requested __________________ Semester funds requested for _____________

Application Checklist

_____ Cover Page

_____ Application Narrative (Section 1-3)

_____ Proposed Budget and Timeline (Section 4)

_____ Copy of Course Syllabus