POLICY TITLE
Service Learning

POLICY NUMBER
ASOM 6.17

PRIMARY RESPONSIBILITY
Academic Affairs

CREATION / REVISION / EFFECTIVE DATES
Created April 2015; revised Summer 2017/Effective immediately; revised October 2017/effective immediately

PURPOSE
Defining service learning experiences within Ivy Tech courses

ORGANIZATIONAL SCOPE OR AUDIENCE
Academic Affairs

DEFINITIONS
Service learning: Credit bearing educational experiences in which students participate in an organized activity of benefit to the community and reflect on the activity in some format in order to gain greater understanding of curricular content or the academic discipline, and achieve an enhanced sense of civic responsibility

POLICY
Ivy Tech courses may be designated “service learning” courses if they meet the following criteria:

1) Provides an experience, distinct from typical teaching and learning activities, that meets an identified community need
2) Requires participants in the experience to reflect on the experience in a formal fashion (oral, written, or visual)
3) Requires the participant reflection to connect the experience to the discipline or curriculum
4) Requires the participant reflection to connect the experience to personal values and civic awareness
5) Requires service learning experience and reflection to be graded and to account for a minimum of 10% of the course grade.

PROCEDURE
Vice Chancellors of Academic Affairs, or their designee, determine if a course section is eligible for a “service learning” designation in the student information system using the definition above.
Upon approval, course sections are designated SERV in the student information system and Service Learning Component will be added to the Long Title of the course description.

Student information system designation will allow for notifying student which courses include a service learning component and allow for generating data on enrollment in service learning courses for third party awards and designations like the President’s Higher Education Community Service Honor Roll or the Carnegie Community Engagement Classification.

Students completing nine credits in SERV designated courses will have the following notation placed on their transcript, “Service Learning Certificate.”

If a student does not complete the service learning project but still passes the course, the instructor of the course notifies the chair of the SL committee or campus designee. At the end of the semester the SL Chair will communicate to the Registrar or designee that student(s) that are not eligible for the SERV designation on the course.

REFERENCES

President’s Community Service Honor Roll - http://www.nationalservice.gov/special-initiatives/honor-roll


RESOURCE PERSON
Coordinator of service learning
Vice Chancellor of Academic Affairs