Louisiana State University
Center for Community Engagement, Learning, and Leadership
Checklist for S-L Course Approval

This rubric will be used to determine if your course qualifies as a Service-Learning Course. Please use this checklist to be sure your application **and/or** syllabi convey the following information:

Course design:

_____ Service addresses a community-identified need (campus, local, regional, global)

_____ Involves reciprocity between course and community that can increase student civic awareness and engagement

_____ Community partner(s) is/are: a non-profit organization, governmental agency, PreK-12 school, philanthropic arm of a for-profit organization, or other initiative approved by CCELL

_____ Grade given for achieving course goals via S-L activity, not just for completing hours

_____ Includes plans for assessing how well community need has been met

_____ If class is S-L optional, has plan for providing CCELL list of S-L students prior to midterm date

Syllabus:

_____ Clearly identifies the course as S-L or S-L optional

_____ Makes clear how the service activity is connected to course content and/or objectives

_____ Includes a scheduled orientation to prepare students for service experience

_____ Contains an explanation of service activities and estimated # of service hours

_____ Contains contact information and directions for communicating with community partner(s)

_____ Describes one or more structured reflection activities that connect service and course content

_____ Contains explanation of risk management policy and student trip insurance requirement

_____ Contains explanation of and/or links to LSU's Engaged Citizens program (undergrad classes only)