Steps for Designation Approval

1. Faculty member will inform the Office of Service Learning (OSL) that s/he plans to offer a service learning course

2. Faculty will develop portions of syllabus necessary to ensure fidelity to SL criteria

3. Faculty will send syllabus to Office of Service Learning (OSL) and Service Learning Team for review and recommendations for strengthening SL component

4. The OSL will send syllabus back to originating faculty member to include OSL recommended edits

5. Faculty member will pass revised syllabus and SL Course Designation form to Department Chair/Director for approval and signature and a request for inclusion, with designation, in the Course Schedule

6. If needed, faculty member or chair will get approval of college/school committee

7. The Department Chair/Director forwards the following to the Dean's office to approve and sign: recommended edits from OSL, edited syllabus, and SL Course Designation form with Chair/Director signature as recommendation for course schedule inclusion

8. When Dean (or Dean's designee) has approved and signed the form, the Dean's office, in conjunction with the Chair/Director, ensure SL course inclusion in schedule

9. Dean's office then forwards the form to the OSL to be kept on file. It will be used to support faculty developing and administering service learning courses, gather and analyze data pertaining to university-wide SL, as well as other assessment processes

Recommended Schedule for Designation Approval

**April 1** - Turn forms into the OSL for the FOLLOWING spring semester (see steps 2-4)

**August 30** - Send corrected and approved forms to Dean for schedule inclusion (see steps 5-9)

**November 1** - Turn in forms for FOLLOWING fall semester (see steps 2-4)

**First Monday in January** - Send corrected and approved forms to Dean for schedule inclusion (see steps 5-9)

We appreciate your time and effort in helping us to enhance the quality of service learning at Lewis University.

OSL Update: 22 August 2014