This form is designed to support collaborative service learning project planning between faculty members and the S.O.U.L.S. service learning (SL) staff. By spending a few minutes completing this form, you will provide the information needed to ensure that the service learning component of your course meets your learning objectives and is appropriately and effectively matched with the goals and needs of your partner community-based organization (CBO). Providing this information in a timely manner assists the service learning staff in planning how to best support your course.

Please submit this form for Fall 2011 by 5pm on Friday, April 22nd. Forms may be submitted in person to the S.O.U.L.S. Center (Donahue 209) or by email to cgarcia@suffolk.edu.

Name: ____________________________________________________________

Department: ________________________________________________________

Course Title and Number: ____________________________________________

Email: _____________________________________________________________

1. Please describe the academic learning objectives of the course:

_________________________________________________________________

_________________________________________________________________

_________________________________________________________________

_________________________________________________________________

2. Please describe the learning objectives for the service learning component:

_________________________________________________________________

_________________________________________________________________

_________________________________________________________________

_________________________________________________________________

3. The method(s) you plan to utilize to facilitate assessment and student reflection of the service experience include:

__ Facilitated discussion sessions
___ Journal/Reaction papers
___ Oral Presentation
___ Research Paper
___ Other. Please specify: ________________________________________________

4. The SL project will be (please circle one):

   Direct Service    Research/Project-based

5. The social issue(s) that the project aims to address include:

   ___ Hunger/homelessness/housing    ___ Youth/families
   ___ Immigration                    ___ Women/gender
   ___ Education                     ___ Environment
   ___ Elderly                       ___ Public health
   ___ Multicultural                ___ Other (please specify):

   __________________________________

6. The SL component will be (please circle one):

   Required for all students    Optional in place of other assignment(s)

7. How many hours will each participating student be required to serve? ______

8. Would you like to work with a Service Learning Teaching Assistant, who would be assigned to your course to provide administrative support? Y / N

   Please attach a copy of the course syllabus, even if it has not been updated to include the service learning component. Please attach a brief description of the service learning component and any additional information you may wish to share.

Thank you for your interest in service learning! Please contact the S.O.U.L.S Center at 617.305.6306 or souls@suffolk.edu with any questions.