To: Suffolk University Faculty Members
From: Carolina Garcia, Director of Service Learning
Subject: Service Learning Seed Grants Available

In an effort to increase the number of courses being offered at Suffolk University with a service learning component, Service Learning Seed Grants are being offered to faculty to develop service learning courses. The purpose of these course development grants is to expand the number of courses offered at Suffolk University that incorporate service learning as a teaching pedagogy.

**Explanation of Service Learning**: Service learning is a teaching method that promotes student learning through active participation in meaningful and planned service experiences in the community that are directly related to course content. Through reflective activities, students enhance their understanding of course content, general knowledge, sense of civic responsibility self-awareness and commitment.

**Purpose of Seed Grants**: Seed Grants for Service Learning Course Development will be awarded to support the following:
1) creation of a new or improved service-learning course (or course with a service learning option), or
2) further development of an existing service learning initiative.

**Size of Award**: Individual awards are expected to range between $300 and $700. The number of grants awarded in any given granting cycle will be determined by the Grant Proposal Review Committee.

**Funding Period**: The seed grants provide funds for the development of community service learning in courses to be taught in the semester the grant is approved for.

**Proposal Review Process**: A group of Suffolk University faculty, community organizations, staff and students will review the grants proposals and select those to be funded based on the information provided.

Please send via campus mail, fax or email attachment to:
S.O.U.L.S. Community Service and Service Learning Center
Attention: Carolina Garcia
41 Temple Street, room 209
Boston, MA 02114
Fax: (617) 305-6364
Phone: (617) 305-6306
Email: souls@suffolk.edu

**Seed Grant Deliverables**: Successful applicants will be required to:
- Complete a final report. Detailed description of information to include will be provided.
• Submit copies of materials developed through this project, including syllabi, handouts, samples of student reflection projects, professional presentations and published articles.

• Participate in round table discussions with other faculty engaged in service learning at Suffolk University. The goal is to build community among service learning faculty, create future collaborative projects, and share resources and experience around service learning.

**Allowable Use of Funds:** Seed Grant funds are to be used to support service learning course development. Funding may enable the purchase and preparation of course materials and other resources associated with service learning course development, and the actual carrying out of the course.

If you have any questions about this process, or about the proposal itself, please contact Carolina Garcia, Director of Service Learning, at cgarcia@suffolk.edu or call (617) 305-6306.

For an application, see Service Learning Seed Grant Proposal.