

This five-page document describes important information associated with Miami University's Service-Learning Extra Credit Option. Be sure to read this document in its entirety and follow all instructions.

Overview

Students may earn one hour of extra credit for Service-Learning activities directly connected to the content and objectives of any Miami Plan course (see Miami University Bulletin page 23). Service-Learning enhances the learning environment by linking thoughtful and relevant community service with academic study. Students participate in an organized service activity that meets identified community needs, and they engage in a process of structured reflection as a means of gaining a deeper understanding of course content, a broader appreciation of the discipline, and an enhanced sense of civic responsibility. The Service-Learning extra credit option provides students with an opportunity to gain a better understanding of the issues that continue to shape our global society.

SL Designation

The Extra Credit option IS eligible for the SL Designation. Be sure to put the .X extension on the course number (for example, EDP 177x) and also submit this document to the Office of Community Engagement and Service.

To receive the SL designation, the course must meet the following broad criteria:

1. The course has a formal, academic curriculum that is rooted in the discipline in which the course is offered;
2. The course provides structured opportunities, in and out of class, for students to connect their service activities to the course curriculum;
3. The course contains an academically relevant and well organized community based learning project, developed in authentic partnership with community leadership, through which students directly serve a constituency;
4. Assessment of service and reflection is defined in course grading and learning objectives;
5. Community-based learning is incorporated into the course's learning objectives.
6. Faculty seeking the "SL" Designation for a course should submit this agreement to the Office of Community Engagement and Service (slcgroup@muohio.edu.) You can also submit your syllabus online at: <http://www.units.muohio.edu/servicelearning/node/177>.

Service-Learning Extra Credit Option

Policies

The student is responsible for initiating this option with the instructor.

If the instructor agrees to sponsor a proposed Service-Learning project, the student and instructor create a written agreement or memorandum of understanding. This document must identify all expectations to be fulfilled by the end of the semester or the semester immediately succeeding the project.

A maximum of four hours may be earned through the Service-Learning extra credit option and applied toward graduation.

Students may enroll in no more than one Service-Learning extra credit course each semester.

The course will be subject to the drop and add guidelines for Sprint courses.

The grading system to be used will be A+ through F. Instructors will assign two separate grades:

- one grade for the primary course
- one grade for the Service-Learning extra credit option

The credit/no credit grading option for the extra hour may be used within thematic sequences, but not within capstones in the student's department of major.

If the addition of the extra credit hour causes the student's class schedule to exceed 19 credit hours, additional fees will be assessed per University policy.

Remember: Because the Service-Learning extra credit option is a concurrent course, it cannot stand on its own if the primary course is dropped.

Step By Step Procedures

1. Student initiates proposal to course instructor
2. Student and instructor create written agreement; agreement forms are available from:
Our Web site: www.muohio.edu/servicelearning
Office of Liberal Education – 229 Culler Hall
Office of Community Engagement and Service – 102 Hanna House
3. Student submits copies of agreement form, per instructions
4. Student and instructor complete Independent Study Permit (available at Registrar's Office)
Subject of study: Service-Learning Extra Credit Option
Course number: 177.X, 277.X, 377.X, 477.X
(Note: the ".X" identifies the course as Service-Learning extra credit)
5. Student submits Independent Study Permit to Office of the Registrar, per instructions.

The purpose of this agreement is for the student, in conjunction with the instructor, to outline the goals, activities, and learning objectives for the Service-Learning experience. Please be as explicit as possible when completing the following agreement. If possible, please type the responses to your Learning Activities and Evaluation procedures separately and attach them to this sheet. The Office of Community Engagement and Service maintains a Web site that identifies potential service sites in the Oxford, Hamilton, Middletown, and Greater Cincinnati areas. You may review information about potential service opportunities by visiting the Web site at <http://www.muohio.edu/servicelearning>. Click the "Get Involved" link on the homepage or come by the Hanna House or call 513.529.2961 or e-mail slcgroup@muohio.edu.

Contact Information

Student Name

Banner ID # (+ Number)

Last

First

Middle

Local Address

Street

City

State

Zip

E-mail Address:

Local Phone Number:

Instructor Name

Campus Address:

Department

Room #

Building

E-mail Address:

Office Phone:

Course Title

Course #:

Section:

Learning Activities

The student and instructor should meet to discuss the following:

- I. How will Service-Learning activities enable the student to meet learning objectives?
- II. What projects, research, conversations, etc. will help the student relate the service experience with the learning objectives?
- III. What readings, writings, etc. will help the student connect the service experience with the learning objectives?
- IV. Describe in detail the student's role and responsibilities. List duties, projects, deadlines, etc. that the student will be involved in. What is the minimum number of service hours the student must complete during the service experience? (A form for recording service hours is available on our website: www.muohio.edu/servicelearning/forms.)

Evaluation

The student and the course instructor should meet to discuss how the extra credit and Service-Learning experience will be evaluated:

- I. How will the extra-credit work be evaluated?
- II. How will the Service-Learning be evaluated? Will the student share journal entries with the instructor, write a paper, verbally explain what was learned, etc?

Agreement

By signing this form, all parties agree to the learning activities and evaluations established in the preceding section.

Student's Signature

Instructor's Signature

Date

Date

Organization Supervisor's Signature

Department Chairperson's Signature

Date

Date

Very Important!

The student should:

- ☐ Make 5 copies of the signed agreement and submit them to:
 1. *Instructor*
 2. *Community Organization Supervisor*
 3. *Department*
 4. *Office of Community Engagement and Service, 102 Hanna House, Miami University*
 5. *Office of Liberal Education, 229 Culler Hall, Miami University*

The student should also keep a copy of this agreement.

- ☐ The student and the instructor must complete an Independent Study Permit form (available from the Registrar's Office in CAB; see sample form on following page) and return it to the Registrar when completed and signed.

Service-Learning Extra Credit Option

Sample Independent Study Permit

Forms may be obtained from the Registrar website:

<http://www.units.muohio.edu/reg/forms/Finished%20Forms/Independent%20Study%20Permit.pdf>

REGISTRATION IS NOT COMPLETE UNTIL THIS FORM IS SUBMITTED TO REGISTRAR

Print Form



MIAMI
UNIVERSITY

INDEPENDENT STUDY PERMIT

Office of the Registrar, Oxford, OH 45056

STUDENT INFORMATION:

Banner ID:	+0123456	Date:	09.09.2009
Name:	Gibbrisi	Jill	M.
	<i>Last</i>	<i>First</i>	<i>Middle</i>
MU Email:	gibbrijm@muohio.edu		Phone: 513.000.0000
	(uniqueid@muohio.edu)		

COURSE INFORMATION:

Term:	☒ Fall	☐ Spring	☐ Sum. I	☐ Sum. II	☐ Sum. III	☐ Sum. IV
Course Subject:	MGT	Course Number:	177X	Section:	A	Cr. Hrs: 1
To be taken Credit/No Credit:	☐ YES	☒ NO	Change of Hrs:			
			(from)	(to)		
Subject of Study:	Service-Learning Extra Credit Option					

INSTRUCTOR INFORMATION:

Banner ID:	+0654321	Date:	09.09.2009
Name:	Sample	Cathy	R.
	<i>Last</i>	<i>First</i>	<i>Middle</i>
MU Email:	samplecr@muohio.edu		Phone: 513.529.0000
	(uniqueid@muohio.edu)		

INSTRUCTOR SIGNATURE: _____

DEPARTMENT CHAIR OR REGIONAL
CAMPUS COORDINATOR SIGNATURE: _____

REGISTRAR OFFICE USE ONLY:

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