

SERVICE-LEARNING EXTRA CREDIT OPTION

This 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 zero to four hours of extra credit for approved Service-Learning activities directly connected to the content and objectives of any Miami University course. 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.

Policies and Procedures

The student is responsible for initiating and gaining approval of the Service-Learning Extra Credit option by following steps 1 through 4 below.

The instructor will determine whether the proposed work represents an extra credit hour (or hours) and if their teaching schedules and related professional activities will permit them to sponsor and monitor these projects.

The Office of Community Engagement and Service will determine if the proposed work qualifies for the Service-Learning designation. Once approved, OCES will submit the Independent Study Form to the Registrar.

1. Student initiates Service-Learning extra credit proposal to course instructor
2. If the instructor agrees to sponsor the proposed Service-Learning Extra Credit Option, the student, instructor, and other relevant individuals, complete:
 - a. Service-Learning Extra Credit Agreement Form
 - b. Learning Activities and Evaluation procedures document
 - c. Memorandum of Understanding (if an MOU with the organization is not already on file with the Office of Community Engagement and Service).
 - d. Independent Study Form
3. Student scans or makes copies of the completed forms/documents above and submits them to all signatories of the Service-Learning Extra Credit Agreement form. Submit the original copies of all documents to the Office of Community Engagement and Service. Student should also keep copies for their own records.
4. The Office of Community Engagement and Service will review the proposal and, if approved, will submit the Independent Study form to the Registrar.

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Agreement Form

The purpose of this agreement is for the student, working with both the instructor and the proposed community partner, to outline the goals, activities, and learning objectives for the Service-Learning experience. Please be as explicit as possible when completing the following agreement. **Please type the responses to your Learning Activities and Evaluation procedures separately and attach them to this sheet.**

Learning Activities

Service-Learning is an experiential pedagogical practice that uses action and reflection to meet needs and enhance learning through mutually beneficial, reciprocal partnerships. The questions below ask you to demonstrate how your proposal aligns with this definition.

1. Describe in detail the student's role and responsibilities with the community organization. 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? How will service hours be tracked? (NobleHour, www.noblehour.com/miamioh) has an hour tracking feature).
2. How has the student determined that the service will address an authentic, community-identified need?
3. How will Service-Learning enable the student to meet learning objectives of the primary course?
4. What projects, research, conversations, etc. will help the student relate the service experience with the learning objectives? What readings, writings, etc. will help the student connect the service experience with the learning objectives?

Evaluation

How will the Service-Learning Extra Credit 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 acknowledge that they have reviewed the learning activities and evaluations established in the preceding section (see attached document) and agree to them.

Student's Signature:	Date:
Instructor's Signature:	Date:
Community Organization Supervisor's Signature:	Date:
Department Chairperson's Signature:	Date:
Office of Community Engagement & Service Signature:	Date:

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Instructions for Completing the Independent Study Form

Students applying for the Service-Learning Extra Credit Option should **submit their completed and signed Independent Study Form to the Office of Community Engagement and Service, NOT to the University Registrar.**

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

The maximum number of hours of Service-Learning Extra Credit that can be applied to graduation is four; students may propose and enroll in such courses no more than once each semester.

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.

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 credit may be used within thematic sequences, but not within capstones in the student's department of major.

List the "Subject of Study" as "Service-Learning Extra Credit Option"

The course number should end with "77.X". For example, GEO 377.X (Note: the .X identifies the course as Service-Learning extra credit).

**Submit this form to the
Office of Community
Engagement and Service, not
the Registrar.**

MIAMI UNIVERSITY
OXFORD, OH • EST. 1809

INDEPENDENT STUDY FORM

To submit the completed form:
In person: Take form to the One Stop for Student Success, Room 301 Campus Ave. Bldg.
By campus mail: Send form to Office of the University Registrar, 301 S. Campus Avenue, Oxford, OH 45056

REGISTRATION IS NOT COMPLETE UNTIL THIS FORM IS SUBMITTED TO THE ONE STOP FOR STUDENT SUCCESS OR THE OFFICE OF THE UNIVERSITY REGISTRAR

STUDENT INFORMATION:

Unique ID: jonesb Phone: 555-555-5555

Name: Jones Brad K
Last First Middle Initial

COURSE INFORMATION:

Term: ☐ Fall ☐ Winter ☒ Spring ☐ Summer

Course Subject: SJS Course Number: 277X Section: A Cr. Hrs: 1

To be taken: ☒ Letter grade OR ☐ Credit/No-Credit Change of Hrs: (from) (to)

Subject of Study: Service-Learning Extra Credit Option

INSTRUCTOR INFORMATION:

Unique ID: jacksont Phone: 555-555-5555

Name: Jackson Trisha W
Last First Middle Initial

REQUIRED SIGNATURES:

Instructor: _____ Date: _____

Dept. Chair/Regional Campus Coordinator: _____ Date: _____

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