

# Course Design and Syllabus Development Worksheet

## Goals of Service Learning

1. Enhance Classroom learning
2. Meet community-identified needs
3. Foster civic responsibility/civic engagement

**Which of your course learning objectives could be related to service?**

**What do you want your students to gain from the experience?**

## Preparation

How will you prepare your students for the service-learning project? Include examples of preparation assignments such as conducting research, interviews, program selection, policy examination, and project selection and design.

## Action

What types of service activities would be appropriate for your learning objectives? Describe the service activities through which students will learn and/or apply the course objectives, skills, and/or behaviors. Which local agencies or schools address the community needs your students might work on? How many hours of service will students complete?

## **Reflection**

What ongoing reflection techniques will you use to ensure student learning and successful service to the community (e.g., readings, written assignments, journals, class discussions, presentations, guest speakers, creating educational materials, teaching, performance, public art about the project, products, videos, student evaluation of the project, etc.)?

## **Curricular Integration**

Will service learning be required or optional for students? What are your deadlines for confirming their site placements, reflective assignments, hours of service, and post-service evaluation?

## **Assessment**

Credit should be given for demonstrated learning, not simply for putting in hours. Learning can be assessed via series of academic assignments that help connect the service experience with your teaching/learning objectives. How will you evaluate/assess/grade the service-learning component (e.g., class participation, grades for each reflection assignment, grades for each reflection assignment, grades for papers or projects, etc.)?

## **Civic Responsibility**

How will you purposefully foster civic responsibility among your students?

## Recognition/Appreciation

How will you recognize your students for their service and share appreciation with your community partner?

## Checklist

Effective service learning includes the seven components listed below. Does your project include them all?

- Student Empowerment
- Reciprocity/collaboration/partnership
- Preparation (context, research, design)
- Action (service derived from preparation and design)
- Reflection (writing, discussing, evaluating)
- Demonstration (presenting, advocating, performing)
- Celebration/recognition

## Other things to consider

Are your reflection assignments ongoing? Did you help your students develop learning and service objectives? Are you helping students develop critical thinking skills? Are you helping prepare students to be more effective citizens in a democratic society? Are your service learning assignments academically rigorous? Are students gaining an in-depth understanding of their community or the issues that their service projects address?

Adapted from: Service-Learning Course Development Worksheet  
Source: Miami Dade College, Center for Community Involvement