Faculty Course Development Worksheet

1. Reflect and Gather Resources

* My motivation for wanting to teach an academic service-learning course is:
* The needs of the community are:
* Ideas for service-learning projects:
* Learning goals for my students:

2. Explore Partnerships with Community

* List all appropriate community organization for your course:

3. Design or redesign the course

* Learning objectives for course:
* Knowledge/skill my students must have prior to beginning the project:
* Project scope:

4. Develop a Syllabus

* How will service be expressed as a goal:
* How will service experience be assessed:
* Description of the learning goals and objectives of the service-learning:

* Needs of the service placement or project:
* Description of the community organization’s role as co-educator:
* Description of how students will be expected to demonstrate what they have learned in the placement/project:
* Course assignments that link the service placement or project and the course content:
* Description of the critical reflection and analysis process:

5. Orientation and Training for Students

* What student concerns fears, and expectations are present:
* Students should be familiar with the community organization before project begins & understand the organization’s mission statement:
* Students should possess knowledge of the population being served:
* Risk management discussion related to specific project or activity:

6. Supervise students

* Provide students with a timeline that includes benchmarks for contacting the community partners, meetings with supervisors, signing agreements and waivers, beginning and completing the service, and completing evaluations:
* If there are students who are unable to participate, what alternative projects or assignments which could be considered:

7. Implement Critical Reflection & Analysis Activities

* What activities will you use to facilitate critical analysis and reflection:
	+ Journals, group discussions, analytic papers, portfolios & notebooks, presentations, reading responses, electronic forums, simulation & role playing, letters

8. Assess, Evaluate, and Disseminate

* Describe the reflection assignments that you will use to assess student learning & evaluate performance:
* Describe how you will evaluate analytical skills, communication skills, critical thinking and judgment from reflection papers and presentations:
* Describe how you will use evaluations to plan and refine your next service-learning course: