ASC Grants for New Service-Learning Course Proposals
A Message from the Dean

I am pleased to issue a <u>call for proposals</u> for the development of new undergraduate service-learning courses in the College of Arts and Sciences. Service learning is widely recognized as a "high-impact" educational practice, creating a mutually beneficial collaboration between institutions of higher education and their larger communities (local, regional/state, national, global). **Service-learning** courses epitomize Ohio State's motto, *Disciplina in civitatem*, Education for Citizenship, creating a meaningful, real-world, multidirectional transfer of skills and knowledge among students, faculty and community partners.

Ohio State started the <u>Service-Learning Initiative</u> in 1999. In May 2007, the Council on Academic Affairs approved the proposal for policies and procedures for listing service-learning courses with an "S" suffix. This addition makes it easier for students to locate service-learning courses and provides standards for course design across the university. With the more recent creation of the STEP Program, as well as the opportunities afforded by both the current and prospective General Education curricula, the College of Arts and Sciences is taking a leading role in the expansion of valuable service-learning opportunities for our students.

Definition
Service-Learning is a **course-based, credit-bearing educational experience** in which students (a) participate in an organized service activity that meets identified community needs, and (b) reflect on the service activity in such a way as to gain further understanding of course content, a broader appreciation of the discipline, and an enhanced sense of personal values and civic responsibility.

For the purposes of this grant, we want to distinguish clearly between service-learning, as defined here, and other forms of University-sanctioned civic engagement or volunteerism that are not course-based or credit-bearing and not part of the university's curricular offerings, but which may be organized and/or promoted through the Office of Student Life or through student organizations. Also, for the purposes of this grant, proposed courses should be undergraduate (2000-4000-level) or dual career (5000-level) courses.

Overview of Grants
The grants for service-learning course development are intended to encourage and support the work needed to develop and sustain new service-learning courses that will

become a regular part of each department's offerings. The expectation is that once fully approved, courses will be offered at regular intervals of no longer than every two years. Faculty members whose service-learning course proposals are accepted will receive either **(a)** a one-course release from teaching or **(b)** a summer stipend of $5000 in order to fully develop the proposed course (including securing a commitment from one or more participating community partners). In case option **(a)** is chosen, those faculty members' TIUs will be compensated at the lecturer rate to offset the cost of the grant recipients' course release. In addition, for either option, once the proposed courses are successfully developed and taught for the first time, the College of Arts and Sciences will award the offering faculty members a one-time stipend of $2,000. Minimum enrollment levels for the initial offering will be governed by the offering faculty members' TIUs, in compliance with Faculty Rule 3335-8-16(A).

Grant Application and Selection Process
To apply for an ASC grant for a new service-learning course proposal, interested faculty <u>must complete the ASC Service-Learning Grant Application Form</u> and submit it via email together with all the required supplementary materials as a single PDF document to Linda Hood, Executive Assistant to Associate Executive Dean Steven Fink, 114 University Hall (<u>hood.82@osu.edu</u>). The deadline for grant proposal submissions during the current annual review cycle is **Monday, April 8, 2019**.

I will then charge the ASC Curriculum Committee with reviewing the submitted service-learning course proposals for service-learning grants. Up to five courses may be selected each year, ideally from a variety of disciplines. As noted above, faculty whose courses are selected will each receive either (a) a one-course release from teaching or (b) a summer stipend, to more fully develop the course to the point where it can be submitted for inclusion in the course catalog. If the course-release option is selected, the recipients' TIUs will be compensated at the lecturer rate during this period to offset the cost of the course release.

Subsequent Steps
Once the ASC Curriculum Committee has selected the service-learning courses for a grant, recipients will be personally contacted and given detailed instructions about the subsequent expectations to insure their proposed service-learning courses actually get on the books and are taught on a regular basis. For now, here is a brief overview of the subsequent steps:

- Grant recipients will be expected to participate in the May 2019 Service-Learning Course Design Institute offered by the Office of Service-Learning and UITL (formerly offered through UCAT). (*Dates TBD*)
- Grant recipients should use the one-course release to fully develop their course within the 2019-2020 academic year. Faculty who prefer the summer-stipend option

are responsible to work on developing their course during summer 2019.

- Grant recipients may find it beneficial to consult with the Office of Service-Learning for support in developing the service-learning component of the prospective course. At the end of the term during which the course-release or summer stipend is used, the faculty member will submit, through the regular curricular approval channels, a finalized course proposal including specific community partners confirmed, a full syllabus, and all the necessary documents for a new course with the "S" suffix. The faculty member will work closely with his/her departmental curriculum committee (in particular, the department Director of Undergraduate Studies and/or curricular staff) and the ASC Curriculum and Assessment Services during this process. (Any new course can only be included in the university course catalog through submission in curriculum.osu.edu.)
- As is the case for any new course proposal at the university, the College Curriculum Committee will duly vet the new service-learning course for inclusion in the course catalog. This will also include a review by the Office of Service-Learning, which approves requests for the "S" suffix university-wide.
- Once the course is added to the course catalog and is taught for the first time, the faculty member will receive a one-time honorarium of $2000 from the College of Arts and Sciences.

Questions: Contact Associate Executive Dean Steven Fink (fink.5@osu.edu).

[Apply now]

Additional Tips for ASC Service-Learning Grants

- ASC Service-Learning grant recipients will be strongly encouraged to sign up for the Service-Learning Course Design Institute offered by the Office of Service-Learning and the University Center for the Advancement of Teaching (UCAT) in May 2019. (Exact dates to be determined.) This 18-hour institute will provide prospective instructors of service-learning courses with tools, time, and support to integrate service learning effectively in the curriculum. It will also provide guidance on how to effectively assess service-learning courses. Any questions about the Service-Learning Course Design Institute may be directed to Ola Ahlqvist, Office of Service-Learning, 614-247-7997 (ahlqvist.1@osu.edu).
- Applying for an ASC Service-Learning grant does not preclude faculty from applying for other funding. For example, the Office of Service-Learning offers its own service-learning course grants. See information and instructions on the Service Learning website.

Sincerely,

Janet M. Box-Steffensmeier
Interim Executive Dean and Vice Provost

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