

Service Learning Fellowships
Community-University Partnerships
Call for Applications: Academic Year 2008-2009

First Round Deadline: January 31, 2008
Second Round Deadline: February 29, 2009*
Third Round Deadline: March 28, 2009*

** Applications will be accepted until all Fellowships have been awarded! Apply today!*

Community-University Partnerships (CUP) is pleased to announce the availability of an eighth year of Service Learning Fellowships. The Fellowship program is designed to support faculty in developing service learning opportunities for CSUSB students. Service Learning Fellows can use these funds to infuse service learning into existing CSUSB courses **or** to develop new courses with strong service learning components. Course development should take place during the 2007-08 academic year, and all funded courses **must be offered** by the 2008-09 academic year.

Goals of the Service Learning Fellowship Program:

Service Learning Fellowships should directly address these goals:

- Provide significant service learning experiences to CSUSB students that relate to their personal growth and enhance their learning.
- Provide students with service learning experiences that directly address a community need.
- Advance community-university partnerships that bring new vibrancy and resources to the community and CSUSB.
- Promote the institutionalization of high-quality service learning opportunities at CSUSB.
- Generate faculty scholarship.

Who can apply? Service Learning Fellowships are open to any part-time or full-time CSUSB faculty member. The Service Learning Cabinet, which includes community members, will review the Fellowship proposals.

Funding: Applicants can request up to **\$2,000**. Funding may be used for student assistants, supplies, duplicating, postage, equipment, travel to attend conferences, and other significant budgetary categories that support the inclusion of service learning in the course. All funding must be spent according to the submitted budget and CSUSB policies and procedures, with budget closeout no later than **June 30, 2009**.

How to Apply: Applicants should submit the **cover sheet** (attached), Fellowship worksheet (attached), plus one or more letters of commitment from community partner(s). Applicants must submit twelve (12) paper copies of the application and letters of commitment, and a digital copy of the application via email to:

Dr. Diane Podolske

Community-University Partnerships
5500 University Parkway, TO-43
San Bernardino, CA 92407
email: dpodolsk@csusb.edu

**Service Learning Fellowship AY 2007-08
COVER PAGE**

Faculty name _____

Office location and telephone number _____

Email address: _____

Title of the course: _____

Department(s) and College(s)/Division(s): _____

Signature of Department Chair for CSUSB Faculty

As this CSUSB faculty member's Department Chair, I approve this application for a Service Learning Fellowship and will make the necessary adjustments in my department to insure the project will be successfully implemented.

Department Chair

Date

Important Due Dates for Service Learning Fellowship recipients! All work must be completed by the stated deadline to comply with Chancellor's Office timelines. Failure to complete reports by the deadline will influence eligibility for future funding opportunities.

- 1) Submit the revised course syllabus by **June 2, 2008**;
- 2) Attend at least one CUP workshop or schedule an individual consultation during the 2007-2008 academic year;
- 3) Submit a brief summary report by **June 2, 2008**; and
- 4) Submit one copy of any publicity or faculty scholarship that resulted from your Fellowship award.

Service Learning Fellowship Applicant

Date

Application checklist:

- ___ Completed cover page
- ___ Completed Service Learning Fellowship worksheet
- ___ Completed Budget worksheet
- ___ Minimum of one support letter from community partner
- ___ 12 paper copies and one digital copy to Diane Podolske (dpodolsk@csusb.edu)

Service Learning Fellowship Worksheet

1) **Course Development and Timeline:** Please describe the course development activities to be accomplished during the Fellowship. Please provide a timeline for your course development efforts.

2) **Community Partners:** Please list all campus and community partners who will be involved and attach letter(s) of commitment from at least one of the major community partner(s). The letter of commitment should acknowledge the interest of the agency in hosting CSUSB students for a service learning experience and name the person(s) from the agency/school who will be involved in the project.

3) **Benefits to Community:** Please describe the expected benefits of the service learning component to the community. Describe how you will collaborate with community partner(s) to ensure the students' community work addresses a community-identified need.

4) **Benefit to Student Learning:**

a) Describe how the service learning experience will be directly related to the specific student learning objectives for the course.

b) Describe how the students' learning will be enhanced by the use of service learning in this course.

c) Describe planned reflection activities (ex. student journals, group discussion, presentations.)

5) **Frequency of Course Offering:** Please indicate how many times per year this course is or will be taught, if the course is offered every year, and what steps you or others could take to ensure that this class continues to be a service learning course in the future.

Budget Worksheet

Mini-grant budgets will be funded up to \$2,000 to cover course-related supplies, services (duplicating, postage, etc.), student assistants, and conference travel. Please provide a brief justification for the requested expenditures. For example:

<u>Category</u>	<u>Justification</u>	<u>Expense</u>	<u>In-Kind</u>
<u>Supplies</u>			
Videos for literacy education	3 videos at approx. \$100 each	300.00	
Notebooks for student work	100 notebooks at \$2.00 each	200.00	
<u>Duplicating</u>			
Copies of student handouts	300 copies at .05 each		15.00

Please feel free to contact Diane Podolske at dpodolsk@csusb.edu or 537-7483 if you have any questions!

PeopleSoft Account Number for Budget Transfer _____
 (contact your department's administrative support coordinator for this number)

Administrative Support Coordinator name _____ phone # _____

<u>Category</u>	<u>Justification</u>	<u>Expense</u>	<u>In-Kind</u>
<u>Supplies</u>			
<u>Duplicating</u>			
<u>Postage</u>			
<u>Student Assistant</u> (\$8.00 min - \$15.00/max)			
<u>Conference Travel</u>			
<u>Other (please be specific)</u>			
	TOTAL		

Frequently Asked Questions

Where can I find more information about service learning?

The website www.servicelearning.org contains a treasure trove of information about service learning.

How many hours do students typically serve in the community for a service learning course?

It varies, but generally at least 20 hours for a 4 unit course. The service hours may not all take place at the community agency/school, but may include time spent researching or developing a product or paper.

What does the term “in kind” mean? Do I have to have an in-kind donation for my budget worksheet?

“In-kind” means that the goods or services are donated or funded from another source. The Service Learning Fellowship process does not require in-kind donations. The in-kind column may help explain your budget request (for example, if the project will cost \$6,000 and we can only award \$2,000, the review committee will wonder how you will fund the remainder of your request.)

What is reflection and why is it important in service learning?

The process of reflection is a core component of service learning. Service learning practitioners and researchers alike have concluded that the most effective service learning experiences are those that provide “structured opportunities” for learners to critically reflect upon their service experience. Structured opportunities for reflection can enable learners to examine and form their beliefs, values, opinions, assumptions, judgments and practices related to an action or experience, gain a deeper understanding of them, and construct their own meaning and significance for future actions.

There are a wide range of meaningful reflective practices and strategies that can be incorporated into service learning, including the frequently used approaches listed below.

- Discuss and/or have a speaker on an issue that relates to the students' service experiences.
- Have guided discussion questions in large or small groups that challenge students to critically think about their service experiences.
- Find events in the community that students can attend together and debrief about afterwards.
- Find articles, poems, stories or songs that relate to the service students are doing and create and discuss questions around relevant social issues. Or, ask students to write or bring in such items and describe how it is relevant to or reflects their service experience.
- Use case studies or scenarios for students to act out and discuss something they did not know how to handle during their service in the community. Have the students role play appropriate and inappropriate responses to the situation.
- Ask students to create a map that shows how their service learning experience connects to larger issues at the state/national/global level and where community involvement and citizenship fit in.
- Have student view a video or documentary to elicit discussion about critical issues that relate to their service experiences.
- Write letters-to-the-editor or to government officials that address issues important to the community organizations with which they are working and that can help inform the general public.
- Have students make a collage to express how they view their service site and their service.
- Have students maintain a print or electronic reflective journal. Writing in journals is widely used in service learning courses to promote reflection. Journaling exercises are most meaningful when instructors pose key questions for analysis and description concerning their opinions before and after the service learning experience.