**Office of Community Service Learning**

**Application for Service-Learning Course Designation**

**Name:**

**Academic Title:**  **Department:**

**Course Level and Title: Semester:**

 **# Anticipated Service Hours per Student**

 **Percent of Course Grade from Learning Tied to Service**

1. **Please attach a copy of the completed WU Course Change Form for this course.** Under section B, “Type of Change Request”, you may check box #2, “Designation as a Service-Learning Course”. The Community Service Learning Office will forward your Course Change Form to the Academic Programs Council upon receipt.
2. **Please list your proposed community partners (if known), or describe the identified community need you hope to address through this course. How did you identify this need?**
3. **Please attach a copy of your course syllabus or detailed description of the course, ensuring that the service activities and their connections to course learning are clearly described within.**

Please note that Service-Learning-designated courses at Willamette University must meet the following criteria before approval:

* The service meets or addresses a community-defined need.
* The service experiences are incorporated in course learning objectives.
* Students carry out at least 10 hours of service per semester.
* The course provides structured opportunities for guided reflection.
* At least 15% of the course grade is based on assignments that link the service to academic content of the course (rather than having an hours requirement that rests “on-top” of a pre-existing course structure.)

**Please submit your completed application, WU Course Change Form, and course syllabus if available, to the Office of Community Service Learning. Applications are accepted in person, electronically, or by campus mail.**

 **Campus Address:** Office of Community Service Learning

 Putnam University Center 2nd Floor

 **Email Address:** service@willamette.edu