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## Service-Learning Extra Credit Option

This five-page document describes important information associated with Miami University's Service-Learning Extra Credit Option. Be sure to read this document in its entirety and follow all instructions.

### **Overview**

Students may earn one hour of extra credit for service-learning activities directly connected to the content and objectives of any Miami Plan course (see Miami University Bulletin page 23). Service-learning enhances the learning environment by linking thoughtful and relevant community service with academic study. Students participate in an organized service activity that meets identified community needs, and they engage in a process of structured reflection as a means of gaining a deeper understanding of course content, a broader appreciation of the discipline, and an enhanced sense of civic responsibility. The service-learning extra credit option provides students with an opportunity to gain a better understanding of the issues that continue to shape our global society.

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## Service-Learning Extra Credit Option

### Policies

The student is responsible for initiating this option with the instructor.

If the instructor agrees to sponsor a proposed service-learning project, the student and instructor create a written agreement or memorandum of understanding. This document must identify all expectations to be fulfilled by the end of the semester or the semester immediately succeeding the project.

A maximum of four hours may be earned through the service-learning extra credit option and applied toward graduation.

Students may enroll in no more than one service-learning extra credit course each semester.

The course will be subject to the drop and add guidelines for Sprint courses.

The grading system to be used will be A+ through F. Instructors will assign two separate grades:

- one grade for the primary course
- one grade for the service-learning extra credit option

The credit/no credit grading option for the extra hour may be used within thematic sequences, but not within capstones in the student's department of major.

If the addition of the extra credit hour causes the student's class schedule to exceed 19 credit hours, additional fees will be assessed per University policy.

Remember: Because the service-learning extra credit option is a concurrent course, ***it cannot stand on its own if the primary course is dropped.***

### Procedures

Student initiates proposal to course instructor

Student and instructor create written agreement; agreement forms are available from:

Our Web site: [www.muohio.edu/servicelearning](http://www.muohio.edu/servicelearning)

Office of Liberal Education – 229 Culler Hall

Office of Community Engagement and Service – 102 Hanna House

Student submits copies of agreement form, per instructions

Student and instructor complete Independent Study Permit (available at Registrar's Office)

Subject of study: Service-Learning Extra Credit Option

Course number: 177.X, 277.X, 377.X, 477.X

(Note: the ".X" identifies the course as service-learning extra credit)

Student submits Independent Study Permit to Office of the Registrar, per instructions

## Extra Credit Option Agreement Form

*The purpose of this agreement is for the student, in conjunction with the instructor, to outline the goals, activities, and learning objectives for the service-learning experience. Please be as explicit as possible when completing the following agreement. If possible, please type the responses to your Learning Activities and Evaluation procedures separately and attach them to this sheet. The Office of Community Engagement and Service maintains a Web site that identifies potential service sites in the Oxford, Hamilton, Middletown, and Greater Cincinnati areas. You may review information about potential service opportunities by visiting the Web site at [www.muohio.edu/servicelearning/](http://www.muohio.edu/servicelearning/). Click the "Get Involved" link on the home page.*

## Contact Information

### Student Name

\_\_\_\_\_

Last

First

Middle

### Banner ID #

+0 \_\_\_\_\_

### Local Address

\_\_\_\_\_

Street

City

State

Zip

### E-mail Address:

\_\_\_\_\_

### Local Phone Number:

\_\_\_\_\_

### Instructor Name

\_\_\_\_\_

### Campus Address:

\_\_\_\_\_

Department

Room #

Building

### E-mail Address:

\_\_\_\_\_

### Office Phone:

\_\_\_\_\_

### Course Title

\_\_\_\_\_

### Course #:

\_\_\_\_\_

### Section:

\_\_\_\_\_

# Learning Activities

*The student and instructor should meet to discuss the following:*

- I. How will service-learning activities enable the student to meet learning objectives?
- II. What projects, research, conversations, etc. will help the student relate the service experience with the learning objectives?
- III. What readings, writings, etc. will help the student connect the service experience with the learning objectives?
- IV. Describe in detail the student's role and responsibilities. List duties, projects, deadlines, etc. that the student will be involved in. What is the minimum number of service hours the student must complete during the service experience? (A form for recording service hours is available on our website: [www.muohio.edu/servicelearning/forms](http://www.muohio.edu/servicelearning/forms).)

# Evaluation

*The student and the course instructor should meet to discuss how the extra credit and service-learning experience will be evaluated:*

- I. How will the extra-credit work be evaluated?
- II. How will the service-learning be evaluated? Will the student share journal entries with the instructor, write a paper, verbally explain what was learned, etc?

# Agreement

*By signing this form, all parties agree to the learning activities and evaluations established in the preceding section.*

\_\_\_\_\_  
**Student's Signature**

\_\_\_\_\_  
**Instructor's Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Organization Supervisor's Signature**

\_\_\_\_\_  
**Department Chairperson's Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**

## Very Important!

The student should:

- Make 5 copies of the signed agreement and submit them to:
  1. *Instructor*
  2. *Community Organization Supervisor*
  3. *Department*
  4. *Office of Community Engagement and Service, 102 Hanna House, Miami University*
  5. *Office of Liberal Education, 229 Culler Hall, Miami University*

The student should also keep a copy of this agreement.

- The student and the instructor must complete an Independent Study Permit form (available from the Registrar's Office in CAB; see sample form on following page) and return it to the Registrar when completed and signed.

# Service-Learning Extra Credit Option

## Sample Independent Study Permit

Triplicate form must be obtained from the Office of the Registrar, 102 Campus Avenue Building

REGISTRATION IS NOT COMPLETE UNTIL THIS FORM IS SUBMITTED TO REGISTRAR

PLEASE PRINT—PRESS HARD

MIAMI UNIVERSITY  
OFFICE OF THE REGISTRAR  
OXFORD, OHIO 45056

## INDEPENDENT STUDY PERMIT

### STUDENT

STUDENT IDENTIFICATION NUMBER TERM

+	0	0	1	2	3	4	5	6		FALL	SPRING	SUMMER			
											X	I	II	III	IV

Campus  Campus  Oxford  Hamilton  Middletown  Luxembourg

Name: Jones Mary Jane Date: 1/16/06  
Last First Middle

Local Address 111 Anystreet #1 522-1111  
Street Apt. Phone

Anytown OH 45000  
City State Zip Code

Course Information MGT 177X A 1 Bob Sample  
Dept. Course No. Sec. Credit Symb. Print Instructor's Name  
Hrs. X=Credit/No Credit

Subject of Study Service-Learning Extra Credit Option

### INSTRUCTOR

Instructor Signature Bob Sample 1/16/06  
Date

+	0	0	6	5	4	3	2	1
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### DEPARTMENT

Department Chair or Regional Campus Coordinator Signature John Hancock 1/16/06

For Registrar Use Only

- Change of Hours
- Added to Course Request
- New Section

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