

Service-Learning Extra Credit Option

Description

Students may earn one hour of extra credit for service-learning activities directly connected to the content and objectives of any Miami Plan course. 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 globally linked society.

Policies

The student is responsible for initiating the extra credit hour proposal 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:

Office of Liberal Education – 229 Culler Hall

Office of Service-Learning and Civic Leadership – 102 Hanna House

Student submits copies of agreement form, per instructions

Student and instructor complete Independent Study form

Course title: Service-Learning Extra Credit

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 form, per instructions

Extra Credit Option Agreement

The purpose of this agreement is for you, in conjunction with your instructor, to outline the goals, activities, and learning objectives for your 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 Service-Learning and Civic Leadership 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 Service-Learning and Civic Leadership Web site at www.muohio.edu/servicelearning/. Click the "Get Involved" link on the home page.

Contact Information

Student Name

Banner ID #

Last

First

Middle

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

Meet with your instructor to discuss the following:

- I. How will your service-learning activities enable you to meet your learning objectives?
- II. What projects, research, conversations, etc. will help you relate your service-learning with your learning objectives?
- III. What readings, writings, etc. will help you connect your service-learning with your learning objectives?
- IV. Describe in detail your role and responsibilities with your community organization. List your duties, projects, deadlines, etc. that you will be involved in. What is the minimum number of service hours that you agree to complete during your service experience?

Evaluation

Meet with your professor to discuss how the extra credit and service learning experience will be evaluated:

- I. How will your extra-credit work be evaluated?
- II. How will your service-learning be evaluated? Will you share journal entries with your professor, write a paper, orally explain what you learned, etc?

Agreement

By signing this form you 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

- *Once you have obtained the necessary signatures your instructor will need to make 5 copies of this agreement.*
 - 1. *Student*
 - 2. *Instructor*
 - 3. *Community Organization Supervisor*
 - 4. *Department*
 - 5. *Office of Service-Learning and Civic Leadership, 102 Hanna House, Miami University*
 - 6. *Office of Liberal Education, 229 Culler Hall, Miami University*