

What is Service-Learning?

Service-learning is a type of experiential education that combines and pursues both academic achievement and community service in a seamless weave, requiring the use of effective reflection exercises. The goal of service-learning, through linking academics to the community, is to develop the skills, sensitivities, and commitments necessary for effective citizenship in a democracy.

Service-Learning Options

There are two types of service learning opportunities for students:

1. **Component Service-Learning:** Component service-learning is comprised of two courses taken concurrently in the same semester: a service-learning designate course and a service-learning component course. The service-learning designate course (SLDC) is the primary course the student must be enrolled in before they can enroll in the one credit hour service-learning component course (SL). Students choosing to participate in component service-learning must complete 40 hours of unpaid service with or for a community partner (nonprofit or government agency) during the semester.
2. **Integrated Service-Learning:** With this course, every student in the class has a minimum service-learning time requirement of 15 hours with or for a community partner (nonprofit or government agency). Integrated service-learning is actually embedded so students do not enroll in an additional one credit hour service-learning component course.

↔↔ Service-Learning course building instructions on back of card ↔↔

Citizenship & Service-Learning

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OUT OF THE
CLASSROOM AND
INTO THE COMMUNITY

Creating Service-Learning Sections

When building a service-learning section, please use the following guidelines:

- Work with the Citizenship and Service-Learning Office (CASL) to obtain approval for offering service-learning classes.
- Indicate the class as service-learning in SSASECT.
- For the one credit hour component course(s), enter the campus as “Z” (off campus), use part of term #50 (Extended-Service Learning), and enter at least 10 seats in the section.
- Make sure the appropriate Degree Program Attribute is attached to the section.
 - i. On the SSASECT menu, click on “Options”
 - ii. Go to “Course Section Detail” (SSADETL)
 - iii. Perform a “Next Block”
 - iv. There will be a gray tab that says “Degree Program Attribute”
 1. If the class is being offered that semester as a Service-Learning Component Course (SL), type **SL01**
 2. If the class is being offered that semester as a Service-Learning Designate Course (SLDC), type **SL02**
 3. If the class is being offered that semester as an Integrated Service-Learning (ISL), type **SL03**

****** Note: If you need to update a service-learning code, you must Record-Remove the code already there, enter the new code, and save ******
- Make sure the section comments (section long text) are entered correctly.
 - i. Enter “May also enroll in CRS 000, section 000” on the designate section (SLDC)

Example: May also enroll in BMS 300-001
 - ii. Enter “Must also enroll in CRS 000, section 000” on the component section (SL)

Example: Must also enroll in BMS 240-001
 - iii. No comment is needed for integrated since it shows up in the attribute already.
- Notify the CASL office which SL and SLDC sections you have scheduled for the semester. Please keep CASL informed of changes.

Scheduling service-learning sections accurately is important because the Office of the Registrar and the Citizenship and Service-Learning Office (CASL) need to know if a faculty member will teach the course as an approved service-learning course or a traditional course. This data is necessary to document and comply with grant funding, to progress toward meeting one of Missouri State’s Performance Measures, to promote community partnerships and to ensure service-learning courses are coded properly on each student’s academic transcript.