

**Academic Service-Learning (Community Based Learning)
Course Identification & Approval Process
Winter 2019**

As per the faculty contract, faculty teaching an academic service-learning (AS-L) / community based-learning course will receive a +1 credit. To ensure we accurately capture the faculty teaching the courses and identify the course being taught as an AS-L course, please review the following information and directives.

Some Clarifications:

- *Not all AS-L courses are vetted as LBC L2*
- *Not all LBC L2's are AS-L courses.*
- *For a course to be recognized as an AS-L course, the following directives need to be followed.*

An Updated Approval & Designation Process for AS-L L2 Courses

- If a faculty requests to teach an AS-L LBC -L2 course *already vetted through General Education*
 - A copy of their latest syllabus and list of community partners needs to be provided to the Engage@EMU's Office of Academic Service-Learning a semester prior to the course being taught.
 - Approval to teach the course by Department Head/School Director
 - If approved by both the Department Head/School Director
 - Student automatically gets satisfies LBC area 2
 - Faculty automatically get a +1 equivalency
- If a faculty requests to teach a section of a *non-vetted General Education AS-L LBC-L2* course as AS-L
 - Request the designation of the section (or sections) as AS-L to Engage@EMU's Office of Academic Service-Learning a semester prior to the course with department head/school director endorsement.
 - Provide the Office with a copy of the latest syllabus and details of the community partner(s) and project
 - If approved by the Office of AS-L, the course is forwarded to General Education and forwarded to Registration
 - Coded on Banner as an attribute on the section
 - Student gets LBC credit
 - Faculty gets +1
- If AS-L components are integrated into a few assignments of a section of a course and/or if the course is a graduate section:

- To be recognized as an AS-L course, course information, information AS-L project and partners including section number, is sent to the AS-L Office a semester prior to the course.
- Course information is forwarded to Registration
 - Delivery type is changed on the section
 - No LBC credit
 - No Faculty +1

For Department Heads & Faculty

Directive #1

As noted, For those faculty **who have participated** in EMU's Academic Service-Learning faculty fellow seminar to receive a +1 and approval for your course to be listed as an Academic Service-Learning/Community Based-Learning (CBL) and L2 course we require:

1. notification of the course number, CRN/course title and number or sections
2. Notable community collaborations and a current course syllabus, a semester prior to the course.

Note: A formal request for course information from Engage's [Office of Academic Service-Learning](#) will be sent to all department heads and prior current AS-L faculty fellows each semester.

Directive #2

For those faculty who have NOT participated in EMU's AS-L Faculty Fellow Seminar but inherited either a course where academic service-learning was integrated and/or was designated as an LBC L2 course, we require the following (*in order to receive a +1 for an AS-L course*):

1. **Participation in an AS-L refresh workshop for existing courses - *Contingent on resources & staff***
2. a current syllabus with AS-L outcomes
3. Contact information on community partners and organizations
4. Course number/CRN/Course Title

For questions on this process please contact Jessica "Decky" Alexander, Director or Kristen Klochko, GA, Office of AS-L at aa_asl@emich.edu