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 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](mailto:aa_asl@emich.edu)