course ###

**SL-COURSE TITLE HERE**

***[a service-learning course]***

SECTION INFORMATION

**Section:** \_\_\_\_\_\_ **Semester:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Location:** \_\_\_\_\_\_ **Day/Time:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

INSTRUCTOR

**Instructor:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Phone:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Email:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Office hours:** by appointment

 **Office hours by:** Skype, phone, or location

COURSE DESCRIPTION .

SUFFOLK UNIVERSITY SERVICE LEARNING DEFINITION .

Service-Learning is a pedagogy integrating academically relevant service activities that address human and community needs into a course. Students connect knowledge and theory to practice by combining service with reflection in a structured learning environment.

COMMUNITY PARTNER FOR COURSE .

**Name of Community Partner:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Location:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Mission of Community Partner:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

REQUIRED MATERIALS, TEXTBOOKS, ETC. .

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COURSE POLICIES .

**This course abides by university policies that can be found here:** [**www.suffolk.edu/syllabus**](http://www.suffolk.edu/syllabus)

That page also highlights a range of student services and resources

Federal Government Credit Hour Definition: <https://cihe.neasc.org/sites/cihe.neasc.org/files/downloads/POLICIES/Pp111-Policy_On_Credits_And_Degrees.pdf>

**T**here is an attendance policy in the student handbook: [www.suffolk.edu/studenthandbook/19864.php](http://www.suffolk.edu/studenthandbook/19864.php)

### Academic Honesty, Cheating, and Plagiarism: Academic dishonesty is reported to the Dean of Students. For additional information, review the university policy: http://www.suffolk.edu/studenthandbook/19863.php

Disability Accommodations**:** If you determine that you need formal, disability-related accommodations, it is very important that you register with the Office of Disability Services (located at 73 Tremont Street, 7th floor, 617.994.6820, disabilityservices@suffolk.edu) and notify me of your eligibility for reasonable accommodations. We can then plan how best to implement your accommodations. For more information, look here: [www.suffolk.edu/disability](http://www.suffolk.edu/disability).

Academic Resources & Student Support Services:<http://www.suffolk.edu/explore/54511.php>

Academic Grievances Policy: <http://www.suffolk.edu/studenthandbook/67192.php>

The Early Alert Project: This class participates in Suffolk’s Early Alert Project. Around week five, I will notify the Center for Learning and Academic Success (CLAS) if you’ve struggled with writing or language skills, excessive absences, incomplete work, or difficulty with the course content. This warning is not a grade, yet it indicates concerns about your progress that need to be addressed immediately. If you receive an Early Alert, please visit me during office hours so, together, we can make a plan for the rest of the semester.

<http://www.suffolk.edu/academics/3057.php>

Canceled Classes: put your policy here, such as: We will always stay on schedule when class is canceled. Cancellations do not result is pushing the schedule back. If I cancel class, I will do so by using the Announcement feature in Blackboard and you will receive an email through your Suffolk email account.

GRADING / EVALUATION .

**A** (95+ points) **B-** (80 – 83.9 points) **D+** (67 – 69.9 points)

**A-** (90 – 94.9 points) **C+** (77 – 79.9 points) **D** (64 – 66.9 points)

**B+** (87 – 89.9 points) **C** (74 – 76.9 points) **D-** (60-63.9 points)

**B** (84 – 86.9 points) **C-** (70 – 73.9 points) **F** (<60 points)

BlackBoard:

put your policy here, such as: I use Blackboard as a courtesy to provide you with timely grading and a running weighted average. However, I reserve the right to make changes that are necessary to make sure that your final grades are indicative of the weights assigned to assignments (software upgrades have been known to create calculation errors from time to time). If you see anything that looks unusual, please alert me as soon as possible.

Timeliness to Class and Attendance:

put your policy here, such as: We do much in this class that isn’t included in the reading, particularly our collaboration with a community partner. Missing class will prevent you receiving detailed instructions or information about our community partner, or being present when we plan, discuss or debrief that portion of the course experience. Absences also hinder you from developing the skills this class needs you to practice and the assignments you need to complete. You will not have the opportunity to share your knowledge and experiences, elements critical to a dynamic learning environment, if you are late or miss class.

Therefore, tardiness and absences will result in a reduction your final grade as follows:

INSERT YOUR ABSENCE and/or late POLICY HERE, such as: If you have extenuating circumstances where you will miss class or be late, please email me in advance. I don’t differentiate between excused and unexcused absences. Do not provide doctor notes, or other related information, as your medical information is private. If you have a serious personal matter that will result in missing consecutive classes, please discuss with me so we can assess the impact on this course and develop a plan for success. Always communicate in advance, not after the fact. I view advance communication and you taking control of your responsibilities in a positive manner. Obviously, the contrary is true. If you have a life crisis that will result in significant absence from your courses, contact the Dean of Students immediately.

Late Work: put your policy here, such as: Submitting work after its due date diminishes the value contributed to your learning experience. Therefore, late work is not accepted.

Extra Credit: (put your policy here)

ASSIGNMENT DESCRIPTIONS .

(Be sure it is clear how particular assignments assess the service-learning goal and associated objectives)

**Assignment 1 (\_\_\_%)**

 Description here

**Assignment 2 (\_\_\_%)**

 Description here

**Assignment 3 (\_\_\_%)**

 Description here

**Assignment 4 (\_\_\_%)**

 Description here

**Assignment 5 (\_\_\_%)**

 Description here

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| **Course goals:***Upon successful completion of this course, students will:* | **Learning Objective***Upon successful completion of this course, students will be able to:* | **Assessments:***The student will be assessed on these learning outcomes by:*  |
| Collaborating with a community partner, students will understand a community need and work to address that need through mutual learning, critical analysis, and reflection. | In this cell, course-specific learning objectives should be added to explain how the goal on the left will be met within this particular course. H*ere are some samples*:* Collaborate effectively with a community partner to develop solutions to an identified need.
* Demonstrate awareness of diverse perspectives and understand how to adapt to individual differences.
 | * List relevant course activities and assessments here for the learning objects on the left.
 |
| Understand how to increase verbal and non-verbal communication skills. (Optional) | (samples)* Understand the importance of audience when crafting written and oral communication.
* Use language that is clear, concise, accurate and non-biased.
*
 | * List relevant course activities and assessments here for the learning objects on the left.
 |
| Add additional course goals here | * Course-specific learning objectives should be added to explain how this goal will be met by particular courses
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COURSE GOALS, LEARNING OBJECTIVES, ASSESSMENT .

COURSE SCHEDULE .

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| --- | --- | --- | --- |
| **Date**  | **Class Discussion/Activities** | **Prepare for Today:** | **Assignment Due Today:** |
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|  |  | Course evaluations and debrief. |  |