



**OKLAHOMA CITY**

**SERVICE LEARNING  
CHECKLIST FOR FACULTY**

- ✓ At beginning of each semester – Announce Service Learning Opportunities to classes. Students who complete service learning projects will be recognized at commencement. Service Learning is posted on the student activities transcript (see Campus Life).
- ✓ Explain mission/objective of service learning – “promote student learning and development, stimulate academic performance, increase students’ understanding of living in a democratic society” and “to better serve Oklahoma’s low-income and at-risk populations”.
- ✓ Define Service Learning (distinguish from community service and internship). Requirements: 20 hours of service/volunteer work (pertinent to the course for which Service Learning is recognized) and completion of a Reflection Paper or other approved “end-of-project” assignment.
- ✓ Direct students to the web site ([www.osuokc.edu/servicelearning](http://www.osuokc.edu/servicelearning)) to obtain Service Learning Packet. Packet includes
  - Service Learning Application
  - Release of Liability
  - Hourly Report
  - Agency Evaluation of Student
  - Reflection Outline
- ✓ Discuss potential service learning opportunities proposed by student. Volunteer project must be applicable to course to quality.
- ✓ For approved projects – review forms in SL packet for completeness. Service Learning Application and Release of Liability must be received by Tracy Edwards, AD 200 by the 4th week of the semester.
- ✓ For completed projects – review Reflection Paper or other approved assignment. Submit Hourly Report and Reflection Papers to Tracy Edwards by end of the 14th week of the semester.