Adding the Service Learning Attribute

You can add a service learning attribute to your course in the DU class schedule. Students are then able to search for classes using the attribute and will also see the attribute listed when reviewing course information, thus they should be aware that your course will use service learning pedagogy when they register.

**HOW:** Simply call or email the Registrar’s Office (http://www.du.edu/registrar/) and request the attribute be added to your class. If you teach just one section of a class, be sure to alert the registrar to which section the attribute should be added. Once you’ve added the attribute, it will stay with the class in quarters/semesters/years that follow. To remove the attribute, a call or email to the Registrar’s Office will be required.

Adding a Zero Credit “Service Lab”

If your course will include a direct service component with a specific day and time for the service students are expected to complete, you can have this listed in the course schedule so students are aware of it when they register. The component schedule type would be listed as “off-site.” For more details about course component schedule types, visit http://www.du.edu/registrar/course/coursedefinition.html. See the course listing below for an example of how this will appear to students.

**HOW:** Simply call or email the Registrar’s Office (http://www.du.edu/registrar/) and request that this no-credit component be added to your course. If you teach just one section of a class, be sure to alert the registrar to which section the component should be added. Once you’ve added the component, it will stay with the class in quarters/semesters/years that follow. To remove the attribute, a call or email to the Registrar’s Office will be required.

Finding a Community Partner through CCESL’s Science Shop or Volunteer Database

If you do not have a community partner in mind, CCESL has a few programs you may be interested in exploring. First, the Science Shop helps connect community organizations with DU faculty and students to work collaboratively to address public problems. Community organizations submit an interest form to CCESL outlining their interests in collaborating with DU faculty and students. Faculty members can peruse this database and explore potential partnerships. The second way to explore organizations interested in partnering with DU faculty and students is to search the volunteer database, where organizations create
profiles and upload opportunities for DU to participate in service at their site. The database is maintained by CCESL.

**HOW:** To learn more about Science Shop, visit CCESL’s website [http://www.du.edu/ccesl/scholarship/scienceshop](http://www.du.edu/ccesl/scholarship/scienceshop) or contact the Science Shop coordinator by sending an email to ccesl@du.edu with your inquiry. To search the volunteer database, visit https://volunteer.du.edu/ and search for organizations or opportunities by a host of different criteria.

### Support from a Service Learning Associate (SLA)

Service Learning Associates (SLA) assist instructors in the planning, implementation and assessment of service learning courses. SLAs are undergraduate or graduate students who have completed at least one previous service learning course (or are very knowledgeable in topics related to service learning). SLAs are provided training and support from CCESL. Faculty may nominate a student with whom they’d like to work or may request CCESL place them with an SLA (there is no guaranteed placement for the latter). SLAs can earn an hourly wage if they are eligible for a Federal Work Award or may receive a stipend ($400/quarter of service) for their work.

**HOW:** Visit CCESL’s website for more information and to access the brief request form [http://www.du.edu/ccesl/learning/associates](http://www.du.edu/ccesl/learning/associates). Direct any questions to Cara DiEnno (cara.dienno@du.edu; 303-871-2158).

### Mini-Grants to Support Your Work

Community-Engaged Learning Mini-grants are available to support opportunities for implementation of service learning projects, development of community-engaged courses/activities or instructor communities (e.g., bringing together instructors who teach similar courses to develop collaborative ideas for community-engaged activities), and professional development (e.g., conference presentations for scholarship of teaching and learning). This funding mechanism is designed to allow instructors to be innovative in developing and promoting their community-engaged learning work. Applications for Mini-grants are reviewed on a rolling basis.

**HOW:** Visit CCESL’s website for more information and to access the application form, which outlines eligible expenses [http://www.du.edu/ccesl/learning/instructor_dev](http://www.du.edu/ccesl/learning/instructor_dev). Once you’ve reviewed the application, direct any questions to Cara DiEnno (cara.dienno@du.edu; 303-871-2158).

### Using the CCESL Van for Field Trips

CCESL has a 12-passenger van that can be checked out for community-engaged field trips. The cost of the van is $75/day plus gas.

**HOW:** Send an email to CCESL Office Coordinator, Kate Powers (kate.powers@du.edu; 303-871-3328) to inquiry about availability of the van for your dates and times. Kate will also have a van request form – to secure the van you must review the policies outlined on this document and complete and sign the form.

### Next Steps for Engaged Students

Have a student who is now super enthusiastic about community engagement or service learning? CCESL would love to keep them plugged in. There are many opportunities for students to continue to deepen their engaged work. You may share with students how to search for other service learning classes (see “Adding the Service Learning Attribute” section above) or nominate them to serve as an SLA the next time you teach the class (see Support from a Service Learning Associate section above). CCESL has many other opportunities to get involved such as with the CCESL advised student group, DU Service & Change [http://www.du.edu/ccesl/service/dusc](http://www.du.edu/ccesl/service/dusc).

**HOW:** Feel free to send students to Cara DiEnno (cara.dienno@du.edu; 303-871-2158) to discuss opportunities and/or direct them to apply as a Service Learning Associate (see details above). Students can
also check out the “Connecting with CCESL” page to explore all of the opportunities we provide (http://www.du.edu/ccesl/connecting-students). CCESL staff are also available to give presentations to your students, contact Cara to learn more.

**Sharing Your Service Learning Accomplishments or Events**

CCESL publishes a quarterly newsletter, the Public Good Impact. The newsletter is widely distributed both on and off campus. Faculty are encouraged to share stories of the service learning successes by submitting articles and/or photos for inclusion in the newsletter. Additionally, the newsletter can be used to share upcoming community engaged events that are open to the campus community. CCESL can also share your event information and/or accomplishments on our social media platforms (e.g. Facebook, Twitter, Instagram & YouTube).

**HOW:** Faculty can send an inquiry about upcoming article deadlines or send event information to CCESL Office Coordinator, Kate Powers (kate.powers@du.edu; 303-871-3328). For Public Good Impact articles, please limit your story to 500 words and where possible, please include photos.