Syllabus Review Checklist

☐ Clear connections between academic content and service components
  ○ Indicates how the service experiences will enhance student learning
  ○ Weaves service-learning throughout syllabus
  ○ Describes ways service provides support to academics

☐ Includes service-learning in course learning objectives
  ○ Explicitly discusses which course objectives students will address through service
    ○ Performance-based objectives: What activities will students do to demonstrate understanding?
    ○ Knowledge-based objectives: What coursework will students complete to demonstrate complex understanding of an issue?

☐ Defines service-learning

☐ Includes description of service requirements/logistics
  ○ Clearly indicates:
    ▪ Student responsibilities
    ▪ Number of hours required
    ▪ Training expectations
    ▪ Community placements
    ▪ Transportation, timekeeping, etc.

☐ Clear expectations for critical reflection assignments
  ○ Structured assignments
  ○ Multiple reflection methods
  ○ Due dates, length & submission requirements

☐ Clear expectations regarding assessment of service components
  ○ Students should receive credit for coursework, such as papers or projects, versus the service itself.
    ▪ How will service participation/attendance be graded?
    ▪ How will reflections be graded?