

Office of Mentoring and Service Learning

Faculty Development Grants

Service-Learning Development Award Request for Proposal 2009-2010

The Office of Mentoring and Service-Learning is pleased to announce the opportunity to apply for a Service-Learning Development Award. The Award consists of a faculty grant, and curriculum and project support from the office. Grants will be awarded for planning and implementing an integrated service-learning component into existing courses.

AWARD AMOUNT: Grants of approximately \$1600 (40 hours non-instructional pay) will be awarded for planning and implementing an integrated service-learning project over two semesters. One half of the grant will be issued during the planning semester when the class syllabus is approved and the Community Partner agreements have been signed and returned to the OMSL. The second half of the grant will be issued at the end of the implementation semester when student, faculty and community partner evaluations have been submitted.

WHAT IS SERVICE-LEARNING? Service learning is a teaching and learning method that promotes student learning through active participation in community service experiences that are directly related to course content/academics, with a focus on critical reflective thinking as well as personal and civic responsibility. Examples of service-learning projects are:

- *Habitat Restoration:* Students in Biology provide service hours for habitat restoration, drawing on the information they learn in their course.
- *Project SHINE:* Students in Political Science, Sociology, Health and Aging, Latino/a Studies, and ESL provide classroom assistance and tutoring to ESL classes for elders studying to become U.S. citizens.
- *Poetry for the People:* Students in Child Development Classes and Poetry classes go into a local high school and work with high school students on preparing their own poetry.
- *Student Health Services:* Students coming from a variety of Health Science classes volunteer at the Student Health Center, providing service to students and getting hands-on experience for their courses.

The instructors of the content courses use the service experience to further the classroom lectures and discussions. Students are asked to do reflective discussions or presentations, papers, and/or multimedia projects.

ELIGIBILITY: All CCSF faculty are eligible to apply. Many of the activities for this project are considered “ancillary” to instructional duties; therefore, part-time load may not be an issue in receiving the grant. Faculty service-learning projects that are currently supported by the OMSL are not eligible for these awards.

The mission of the Office of Mentoring and Service Learning at City College of San Francisco is to enhance student learning, promote teaching innovations and involvement, respond to community needs and foster civic responsibility and personal growth.

SUBMITTING A PROPOSAL

- Access the Service-Learning Development Grant Coversheet and Proposal Template at our website: www.ccsf.edu/mentor_sl at the bottom of the home page or contact Chris Francisco.
- Submit one electronic copy of your Coversheet and Proposal to cfrancis@ccsf.edu
- Submit one paper copy of your cover sheet, proposal and past syllabus to: **OMSL, Mailbox: S-49**; or drop by the office, **Ocean Campus, Science Hall, Room 134**.

FACULTY RESPONSIBILITIES:

- Attend one to two planning sessions during the planning semester
- Submit a revised syllabus clearly outlining the service-learning component and Community Partner agreement forms before the beginning of the semester of implementation
- Attend one reflective session during the semester the course is implemented
- Participate in and coordinate project assessment during the semester the course is implemented
- Disseminate information about the project to the college community, community partner and general public, if appropriate

TIMELINE: Electronic and hard copies due **By Friday, May 8**

TECHNICAL ASSISTANCE:

Resources for service-learning faculty and instructors are available on the OMSL Service-Learning website, http://www.ccsf.edu/mentor_sl at the Service-Learning link. For assistance with preparing your proposal, please contact Chris Francisco, OMSL Coordinator at (415) 239-3771 or cfrancis@ccsf.edu.

DEPARTMENT/PROGRAM SUPPORT: Please make sure that you have checked with your department chair and/or program coordinator to be sure that your project proposal is supported by and aligns with department/program policy and goals. *Department chair and/or Program Coordinator signature is required on proposal cover sheet.*

REVIEW CRITERIA The OMSL Advisory Committee will use the following criteria when evaluating proposals:

1. How fully is the service component integrated with the course learning objectives and outcomes?
2. To what extent is the community partner involved in project planning and implementation?
3. How challenging are reflection strategies and how significantly do they impact students' grades?
4. How well developed and clear are the project objectives and criteria for evaluation?
5. How will information about the project be disseminated to your department, the college and the public?

ANNOUNCEMENT OF AWARDS:

Awards will be announced by mail at the end of May 2009. The planning semester will begin in August 2009.