

California State University, Fresno
Summer Service-Learning Course Redesign Intensive Grant
2018 REQUEST FOR PROPOSALS

Overview:

California State University, Fresno dedicates funds to support a number of strategic initiatives. Service-learning, a “high impact practice,” is one such initiative. Departmental teams of approximately 2-4 faculty members will work collectively to redesign a GE, core or required course (not individual sections of a course) to include a sustainable and high quality service-learning component that meets requirements for “S” designation.

During the Summer Service-Learning Course Redesign Intensive (SL Intensive), participants will learn the key components of a high quality service-learning course, apply service-learning best practices in designing a service-learning project in collaboration with a community partner, craft learning outcomes, design reflection activities, and complete all paperwork necessary to submit an “S” designation proposal to their Department Curriculum Committee. Each team member who successfully completes the S-L Intensive will receive a \$1,500 stipend. Once the redesigned course has been approved for “S” designation, an additional \$5,000 will be transferred to the Department for uses that support service-learning.

Expectations:

Prior to the beginning of the S-L Intensive, teams must agree to:

1. Identify and meet to discuss a possible service-learning project with at least one Community Benefit Organization (CBO), obtaining their feedback regarding their needs and possible service activities.
2. Based on CBO needs and course learning outcomes, draft a preliminary project outline that includes community needs to be met, how the proposed service aligns with learning outcomes for the course, and basic assets and contributions of each party (faculty member, CBO and students).
3. Schedule working meetings with their CBO partner(s) for May 22 and May 24 to develop and finalize project details, including service-learning plans, responsibilities and risk-management issues.
4. Schedule time with faculty team members for May 22 and May 24 to work on their project and materials (syllabus, other course materials, curriculum proposal memo, etc.).
5. Complete pre-seminar assigned readings, answer reflective questions about each reading, considering how the reading applies to their proposed project.
6. Sign a Memorandum of Agreement (MOA) with the Chair, the Dean of your School/College and the Provost. The MOA will outline stipulations and requirements of the grant, including:
 - the course(s) to be redesigned and submitted for S designation;
 - the names of the faculty lead and other team members who will participate in the S-L Intensive;
 - an understanding that funding of the grant is tied to full participation of designated faculty members and initiation of an “S” designation course proposal by September 1, 2018. Please note that the department grant will not be transferred to the department until the course has been approved for S designation;
 - an agreement to maintain the “S” course for a minimum of three years from their first offering, subject to available resources and student enrollment, with the new service-learning course beginning no later than Fall 2019.

During the SL Intensive, team members must agree to:

1. Attend all session meetings in their entirety during the week of May 21-25, 2018. Group sessions will be held May 21, 9:00am–4pm (lunch provided); May 23, 9:00am–4pm; and May 25, 9:00am–4pm. Faculty awards will be reduced \$100 for each hour missed. Meetings with Community Benefit Organizations and fellow team members will need to be held on May 22 and 24.

2. Modify a GE, core or required course within their department to meet the university's "S" (service-learning) requirements. (See <http://www.csufresno.edu/facultysl/six/designation.shtml> for details.) Specifically, the course must:
 - include a method of introducing the service requirement and the service ethic;
 - require a minimum of 15 hours (20 or more is optimal) of academically relevant community service that contributes a minimum of 15% to the student's overall course grade;
 - have a mechanism that relates the experiential learning of community service to course content;
 - provide structured opportunities for ongoing critical reflection on the service experience.
3. Construct a syllabus and other course materials that fully integrate the service-learning component into the structure of the course.

After the S-L Intensive, team members and the Department Chair must agree to:

1. Submit the course for "S" designation through the appropriate curriculum committee process by Sept. 1, 2018.
2. Gather information for accountability and evaluation purposes. This will include reporting the number of "S" course sections offered; number of students enrolled; number of service hours completed; the name, number, and type of agencies served.
3. Require service-learning students to participate in a brief, online assessment, to be provided by the Richter Center for Community Engagement and Service-Learning.
4. Maintain/offer the "S" course for a minimum of three years from their first offering, subject to available resources and student enrollment. Service-learning sections should be offered beginning no later than Fall 2019.

Funding Criteria

Proposals will be reviewed by members of the Service-Learning Subcommittee, who will consider:

- demonstrated desire on part of Department to convert an entire course (not individual sections) to meet S designation requirements;
- potential quality and magnitude of benefits to students (Learning);
- potential quality and magnitude of benefits to community (Service); and
- potential to affect a broader adoption of service-learning in the department, school/college, and across the university.

To Apply:

Submit the following by

April 2, 2018:

1. Completed cover page (see attached)
2. A narrative of no more than 2 pages, 12-point font, that includes:
 - a. Description of the course you wish to redesign, including:
 - i. Course name and number;
 - ii. How the course fits into GE, core or major requirements;
 - iii. Number of sections typically offered per year;
 - iv. Number of faculty members who typically teach the course over the year;
 - v. Number of students typically enrolling each year.
 - b. The rationale for converting this course to an "S" course, your vision of the service-learning project, and potential Community Benefit Organization(s) with which you would like to partner.
 - c. A list of the members of your team, with a brief rationale for their inclusion on the team. (Department Chairs are encouraged but not required to be a member of the team.)
3. A letter or memo from your Department Chair indicating support for conversion of the course to "S" designation.

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COVER PAGE

Department: _____ **School/College:** _____

Contact Person: _____ **Phone:** _____

Email: _____ **Mail Stop:** _____

**Additional Team Members
and their email addresses:** _____

Course(s) to be Converted to Service-Learning: _____

Course Type: **General Education** **Major/Core Requirement** **Other**

Signature of Faculty Team Lead: _____

Signature of Department Chair: _____
(Must attach a letter of support signed by the Department Chair.)

Signature of School/College Dean: _____

In a maximum of TWO additional typed pages, please address the following:

1. Description of the course you wish to redesign, including:
 - a. Course name and number;
 - b. How the course fits into GE, core or major requirements;
 - c. Number of sections typically offered per year;
 - d. Number of faculty members who typically teach the course over the year;
 - e. Number of students typically enrolling each year.
2. The rationale for converting this course to an "S" course, your vision of the service-learning project, and potential Community Benefit Organization(s) with which you would like to partner.
3. A list of the members of your team, with a brief rationale for their inclusion on the team.

Submission Procedure

Deadline for submission is Monday, April 2, 2018 at 5pm. Completed proposals will include: completed cover page with appropriate signatures; a letter of support from the Department Chair; and a proposal narrative. Proposal narrative is limited to two pages, 12-point font, 1 inch margins.

Hard copy or electronic proposals should be submitted by April 2 to:

Chris Fiorentino, Director
Jan & Bud Richter Center for Community Engagement and Service-Learning
Thomas Building, Room 107 or Mail Stop TA 120
chrisf@csufresno.edu

Awards should be announced by April 13, 2018. Should you have questions regarding service-learning or this RFP please contact Chris Fiorentino at 278-7079 or chrisf@csufresno.edu.