

# SERVICE-LEARNING COURSE DEVELOPMENT GRANT APPLICATION

## Grant Overview

As part of the **Towson University Strategic Plan TU 2020**, which calls for *Academic Excellence and Student Success* and an emphasis on *internships and experiential learning*, the Office of Civic Engagement & Social Responsibility has created a grant opportunity for courses that incorporate Service-Learning. Faculty may apply for grant money to support a significant community service project within their course. The funds allow faculty to structure a pedagogical service-learning experience to “take a course to the next level.”

## Evaluation Criteria

Each request should include a concise description of the pedagogical service-learning experience and how the funds will be used to achieve the learning outcomes of the course. A copy of the course syllabus (that highlights service-learning in the description, assignment, course schedule, and assessment) must be sent with the request. The application should be no more than three pages, in addition to an itemized budget and course syllabus. Grant awards range from \$50-\$2,000 per application. Preference is given to courses that will be taught regularly (at least once an academic year). All requests are evaluated on the following criteria:

1. Applicant Information
2. Project Information
3. Brief Summary of the Project
4. Meaningful Connection to the Discipline
5. Preparation
6. Partnership and Reciprocity
7. Reflection (formal and informal)
8. Assessment and Evaluation
9. Itemized Budget
10. Checklist

## Submission Dates

### Spring 2018 & Summer 2018

- 1<sup>st</sup> Priority Deadline: January 14, 2017
- 2<sup>nd</sup> Priority Deadline: February 11, 2017 (contingent upon funds available)

## Submission Location

The application and supporting materials should be sent to the Assistant Director of Community Engagement, Stephanie Easterday, at [seasterday@towson.edu](mailto:seasterday@towson.edu) or [servicelearning@towson.edu](mailto:servicelearning@towson.edu).

# SERVICE-LEARNING COURSE DEVELOPMENT GRANT APPLICATION

## Applicant Information

Applicant's Name: \_\_\_\_\_

Department: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Contact E-mail: \_\_\_\_\_

Department Budget Contact Person's Name: \_\_\_\_\_

Department Budget Contact Person's E-mail Address: \_\_\_\_\_

Department Chair's Name: \_\_\_\_\_

Department Chair's E-mail Address: \_\_\_\_\_

## Project Information

Course Number and Name: \_\_\_\_\_

Community or Agency Partner(s): \_\_\_\_\_

Terms for which funds are requested (please checkmark):

Spring 2018

Summer 2018

## Brief Summary of the Project

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# SERVICE-LEARNING COURSE DEVELOPMENT GRANT APPLICATION

## I. Meaningful Connection to Discipline

*Please describe how the service-learning experience explicitly relates to course content and student learning outcomes. Include the number of service-learning hours. Address how the community service experience is incorporated into the course curriculum.*

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## II. Preparation

*Please describe how the course prepares students for the service-learning experience. Include a description of site(s) and how students are assigned; number of students enrolled and number of community partners; a description of the assignments and assessments that relate to students' service-learning experiences (e.g. reflection activities); an introduction of service-learning concepts (and the value of service-learning) before site placement (for example, sufficient preparation may include but is not limited to class readings, discussions with service-learning practitioners, Civic Engagement & Social Responsibility service-learning presentation, or community partner presentation).*

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### III. Partnership and Reciprocity

*Please describe how the service-learning experience is mutually beneficial to the university and community partner (CP) as it meets an existing need for the CP and enhances student learning.*

- For example: Describe agreements between the faculty member and CP such as project details and timelines. Is there a written agreement (i.e. e-mail communication, letter of support, or agency-integrated syllabus) between the university and CP with course and project specific information, including project goals and any deliverables expected of students?*

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### IV. Reflection (Informal & Formal)

*Reflection is an essential component of the service-learning experience and connects directly to the service and content of the course. Include reflection in the grading matrix of your course. Please describe how meaningful and structured student reflection occurs throughout the service-learning experience.*

- For example, reflections may include journaling, discussions, presentations, periodic logs, and/or other forms as stipulated by the faculty member. Research shows that through reflection, students demonstrate an understanding of the connection between course content and the service-learning experience.*

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## V. Assessment and Evaluation

*Please describe who is being assessed (i.e. students, community partners, the project, etc.), how the project plan includes evaluation/assessment of the service experience and who completes them (CP, faculty member and students) in order to determine the project's effectiveness in meeting stated goals. Should your grant application be accepted and funds be awarded, we ask that your students complete the Community Service Attitudes Scale (CSAS) pre-/post-survey along with any additional assessments you choose. Submit your assessment results to the Office of Civic Engagement & Social Responsibility.*

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## VI. Itemized Budget

*The Service-Learning Grant Committee will review each application and budget. In the budget please provide an itemized list for the total budget. Please be as detailed and specific as possible, and support amounts with documentation (i.e. quotes) from official agencies. Understand that the grant money cannot be used for personal payments (e.g. honorariums or stipends).*

Item	Unit	Cost per unit	Total
Grand total			

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## Checklist

- Basic information cover sheet (this page)
- Grant application (Please submit as a Microsoft Word document)
- Evidence of articulated agreement with the community partner (i.e. e-mail communication, letter of support, or agency-integrated syllabus)
- Copy of the course syllabus that includes the following (please highlight items in syllabus):
  - Service-learning described in its own paragraph or section
  - Number of service-learning hours to be completed
  - Service-learning in assignments
  - Service-learning in the course schedule
  - Service-learning in assessment
- Itemized budget
- Assessment results (for previous grant recipients only)<sup>1</sup>
- Your course has been tagged with Class Note #24. The **Class Note #24** reads: “This section contains an experiential education opportunity in which students connect concepts learned within the classroom to practical situations within the surrounding communities. Service-learning courses require a minimum of 10 hours of service (up to 30 hours of service), outside of scheduled class sessions, dispersed throughout the semester. Please contact the instructor for additional information

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Continued funding is contingent upon submission of data from previously funded semester(s).

# Service-Learning Course Development Grant Application Review

Reviewer Name: \_\_\_\_\_ Applicant's Name: \_\_\_\_\_ Application Cycle: \_\_\_\_\_

	1. Does not meet expectations	2. Minimally meets expectations	3. Meets expectations	4. Exceeds expectations
Meaningful Connection to the Discipline				
Preparation				
Partnership & Reciprocity				
Reflection (Formal and Informal)				
Assessment & Evaluation				
Itemized Budget				
Checklist				

Comments:

Approval?     Approved             Not Approved             Pending Approval             Other \_\_\_\_\_

Decision Comments: