

Criteria for attaching “SL” course suffix
UCLA Center for Community Learning
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In service learning courses, students learn through active participation in thoughtfully organized work within the community that is connected to academic, credit-bearing courses. At UCLA, students typically work 3-4 hours per week at a pre-approved off-campus site, for a minimum of 20 hours during the quarter. Students work on meaningful projects designed in collaboration with their community partners and engage in reflection that is built into class discussions and graded assignments to create equal parts “service” and “learning.”

Service learning course syllabi MUST include the following to gain the “SL” designation (e.g., Chicana/o Studies 100SL).

1. A definition of service learning.

EXAMPLE: Service-Learning is a teaching and learning strategy that integrates meaningful community service with instruction and reflection to enrich the learning experience, teach civic responsibility, and strengthen communities. (National Service Learning Clearinghouse website.)

2. Description of the preparation students will have before engaging in community service learning.

EXAMPLES: Guest lecture from Center for Community Learning Director, visit from community partners on first day of class, training to develop sensitivity re: the cultural/historical issues relevant to community partners, and/or readings and discussion about theory and practice of university/community partnerships.

3. Required minimum number of hours of service and timeframe within which hours must be completed.

NOTE: Students must work at least 20 hours per quarter at their service learning sites and should be required to submit a timesheet signed by their site supervisor (template provided by Center for Community Learning). Service hours must not replace seminar hours but should instead be factored into the expected out-of-class workload.

4. List of community partners for the course, including address, transportation information, and site supervisor names with contact information.

5. Description of meaningful work for each site, typically in the form of a mini project description supplied by the community partner.

6. Connections between community service learning and graded course assignments.

NOTE: UCLA policy prohibits instructors from assigning points for the completion of service learning hours. Instead, points should be distributed across graded assignments that ask students to connect their service learning experience and with course curriculum.

Additional Information: All UCLA students who participate in service learning are required to sign a voluntary waiver of liability for the university. Contact the Center for Community Learning for assistance generating a waiver for your course. Signed waivers must be retained by the department of record for at least 2 years.