

* State that this is a service-learning course in the **course description**.
* Include a **definition of service-learning.**
* **Course objectives** should link to the service. The syllabus should explicitly tell students how the assigned service meets course learning objectives and fulfills a need in the community.
* State the **number of service hours required** of each student. (Always delineate direct service hours, or contact hours with the community partner, versus time spent onboarding, working on reflection assignments, etc.)
* Another model is to **require completion of a certain product** for the community partner, irrespective of the time it takes to complete. Consider which option is best for your course, students and community partners.
* **Carefully consider adjusting the workload of students.** It is crucial that service work and related assignments are not an add-on to existing course work, but rather, in place of existing course work.
* **Include due dates** for onboarding with the community partner, completing reflections and related assignments.
* **Determine the worth and weight of SL assignments.** Make the service a mandatory part of the class and make related assignments worth at least 15% of the final grade. Remember that students make judgments about the value of an assignment based on its contribution to their final grade.
* **Include contact information for the Dept. of Service Learning and perhaps an FAQ list!**

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* ***See sample syllabi in our course container:*** [***https://community.csusm.edu***](https://community.csusm.edu)