

## Credit-Bearing Service Learning Policies

Approved by the Service Learning Committee in September of 2014

1. Service learning is defined as “a teaching and learning strategy that integrates meaningful unpaid community service with instruction and reflection to enrich the learning experience, teach civic responsibility, and strengthen communities.”
2. No more than three service learning credits may be accumulated during the pursuit of an undergraduate degree, and undergraduate students may earn up to three service learning credits while at the Mount for free. If students still wish to complete additional service learning experiences, they can register for the credit with approval from the Coordinator for Service Learning, but it will not count towards their undergraduate degree.
3. Students may not complete two or more credit-bearing service learning experiences in the same semester, unless approved by the Coordinator for Service Learning, who will take the student’s GPA, status, and schedule into consideration when making the decision.
4. Students cannot add a service learning credit to their schedule as a 12<sup>th</sup> credit hour to create full-time status. **Service learning credits do not count towards a credit overload (above 18 credits).** Service learning credits do count towards a credit overload (above 18 credits) if they have already completed 3 service learning credits.
5. Students may not complete credit-bearing service learning with an organization that currently employs them, unless approved by the Coordinator for Service Learning, who will ensure that the student has a dedicated project unrelated to the duties of their paid position, and that the student is not paid for their service.
6. A student may complete a credit-bearing service learning experience while they are completing a cooperative education experience. However, a student may not complete a credit-bearing service learning experience where they are also completing a cooperative education experience.
7. Service learning validations through prior learning assessments must include a substantial narrative that documents connections to the content of one course. The student must also document the achievement of at least two learning objectives from a list of the University’s service learning program’s learning objectives.
8. Students must complete all credit-bearing service learning requirements in order for them to receive passing credit. Credit-bearing service learning requirements include the following: orientation, service learning confirmation, pre-evaluation, all seven journal modules, meeting with coordinator for service learning, meeting with instructor, in-class presentation, guided reflection, hours log (30 hours of service minimum), and post evaluation. Students may receive a passing credit for their service learning experience even if they fail the course to which the credit is attached.
9. Students will automatically fail a credit-bearing service learning experience if they are fired or banned from the organization in which they are completing service learning.
10. If a student is required to complete an orientation/ training with their community partner in order to complete their service learning experience, the student may count the following number of training hours towards their overall community service hours: a 15-30 hour training requirement can count as 5 hours-worth of community service, a 3-14 hour training requirement can count as 2.5 hours-worth of community service, and a 1-2 hour orientation can count as 1 hour of community service.