



SAN FRANCISCO
STATE UNIVERSITY



CSL COURSE PROFILE

Definition: Service learning is an academic study linked to community service through structured reflection so that each reinforces the other. The academic study may be in any discipline. The service may address a variety of community needs.

Minimum criteria for designation of service learning courses:

- i. The course involves students in service activities or projects with external communities that are *responsive to community needs*. Students who choose the CSL option must complete at least 20 hours per academic term of direct academically relevant community service.
- ii. The course includes *academic topics* that directly address questions related to the activities of the students.
- iii. The course requires *student reflection* on the interrelationships between course content, concepts, and objectives and community-based learning activities.

I. Fill out both pages of the attached **SFSU Course Proposal and Revision Form** (pages 2 & 3 below). Under the following sections you can include:

- First section—Type of Course: Under 2nd column revision, check **Other** and write: "CSL Designation".
- Second page. ICCE will get the catalog number for your course.

II. Please respond to the following sentences in the space provided, or attach additional pages.

1. Description of the probable service assignment(s), including specifics on work products expected and an explanation of how students will be prepared for their service placement.

2. An explanation of how you will integrate learning from this particular community service learning experience into course discussion and assignments, including a statement of how learning from a service will be evaluated. Reflection techniques used in the course.

3. Attach Course Syllabi.

Please return forms to: Perla Barrientos, via mail to Pacific Plaza, Suite 750.

CSL STEERING COMMITTEE APPROVAL

Approved: _____

Denied: _____



SFSU COURSE PROPOSAL

Course Prefix and Number _____

Department/Program _____

AND

Course for CEL ONLY? Check if yes
Semester and year change takes effect or
new course is to be offered: _____

REVISION FORM

Use this form to propose a 1) new regular course, 2) new generic, 3) new topic for an existing generic course, 4) new temporary or experimental course, as well as 5) to make a change to an existing course.

Use the CARF for other course actions (request the continuation of a temporary or experimental course for another semester; place a course in, or remove a course from, the Course Reserve Bank; terminate a course).

Proposals for new courses must be accompanied by a course outline. Any standard course outline format may be used and should include: 1.) statement of objectives of the course, 2.) an outline of the course content, 3.) a short description of the instructional methods and materials to be used, 4.) a list of course requirements, and 5.) the evaluation procedures to be used in determining final grades for students.

- A revision that substantially changes the title or description will be handled as a proposal for a new course.
- Adding a cross-list or a pair to an already existing course will be handled as a proposal for a new course. Cross listed courses must match in all elements except prefix and number. In the case of paired courses, please indicate in the course outline the additional expectations specifically for graduate students.
- Please note that all new and substantially revised upper division courses must specify a prerequisite.
- Please refer to the deadlines for submission to the Curriculum Coordinator, ADM 447, and schedule of Course Review Committee (CRC) meeting dates.

Details on types of courses, course numbering, prerequisites, and other university policies regarding courses are available at the Curriculum website: <http://www.sfsu.edu/~academic/curriculum.htm>

Type of Course Proposed or Type of Revision

New	Revision	If revision, check type of change
<input type="checkbox"/>	<input type="checkbox"/> Regular	<input type="checkbox"/> Title
<input type="checkbox"/>	<input type="checkbox"/> Generic	<input type="checkbox"/> Prerequisite
<input type="checkbox"/>	<input type="checkbox"/> Variable Topic	<input type="checkbox"/> Description
<input type="checkbox"/>	<input type="checkbox"/> Experimental/Temporary	<input type="checkbox"/> Units
<input type="checkbox"/>	<input type="checkbox"/> Cross list	<input type="checkbox"/> Course prefix or number
<input type="checkbox"/>	<input type="checkbox"/> Pair	<input type="checkbox"/> Course grading method
		<input type="checkbox"/> Staffing
		<input type="checkbox"/> Other _____

Grading system: Please check one

- | | |
|---|---|
| <input type="checkbox"/> Plus-minus letter, CR/NC allowed (P) | <input type="checkbox"/> Plus-minus letter, CR/NC allowed, RP (H) |
| <input type="checkbox"/> Plus-minus letter only, (N) | <input type="checkbox"/> Plus-minus letter only, RP (I) |
| <input type="checkbox"/> CR/NC only, (C) | <input type="checkbox"/> CR/NC only, RP (G) |
| <input type="checkbox"/> Plus-minus ABC/NC, CR/NC allowed [undergraduate] (R) | |
| <input type="checkbox"/> Plus-minus ABC/NC [undergraduate], or
Plus-minus AB/NC [graduate] (Q) | <input type="checkbox"/> Plus-minus ABC/NC, RP [graduate] (J) |

