

JEFFERSON COLLEGE

COURSE SYLLABUS

SVC001

[Name Same as Course Name]

0 Credit Hours

Prepared by Dr. Amy Kausler
Curriculum Committee Approval Date: September 22, 2021

Dr. Terry Kite, Associate Dean of School of Business, Social Science and Public Service
Dr. Chris DeGeare, Dean of Instruction

SVC001 [Name Same as Course Name)

I. CATALOGUE DESCRIPTION

- A. Pre-requisite and/or co-requisite: enrollment in associated course
- B. Credit hour award: 0
- C. A student who is enrolled in a course which offers a college recognized academic service learning component will be eligible to enroll in a zero credit academic service learning lab. Faculty will assign a pass/fail grade for the lab component of the course. Successful completion of the academic service learning designated lab will be documented on the student's transcript.
- D. Curricular alignment: None

II. EXPECTED LEARNING OUTCOMES/CORRESPONDING ASSESSMENT MEASURES

Expected Learning Outcomes	Assessment Measures
Apply academic knowledge as related to at least one course-specific learning outcome through the development and completion of the academic service learning project	Instructor's evaluation Reflection paper/self-evaluation
Reflect on how at least one course-specific learning outcome was demonstrated through the development and completion of the academic service learning project	Instructor's evaluation Reflection paper

III. OUTLINE OF TOPICS

- A. Instructor and students will assess the need for service in the community
- B. Instructor and students will determine how the need can be met in the community, while demonstrating at least one learning outcome from the specific course
- C. Students will develop the academic service learning project
- D. Students will participate in the academic service learning project
- E. Students will reflect on the details of how participation in the academic service learning project demonstrated at least one learning outcome from the specific course

III. METHODS OF INSTRUCTION

- A. Students work with instructor to develop academic service learning project
- B. Students work with instructor to participate in and complete academic service learning project
- C. Students complete a reflective component related to academic service learning project experience

IV. REQUIRED TEXTBOOK

No additional textbook will be required to complete the lab component.

V. REQUIRED MATERIALS

No additional materials will be required to complete the lab component.

VI. SUPPLEMENTAL REFERENCES

No additional materials will be required to complete the lab component.

VII. METHODS OF EVALUATION

- A. Students will participate in the development of the academic service learning project
- B. Students participate in the academic service learning project
- C. Students complete a reflective component related to academic service learning project experience

VIII. ADA AA STATEMENT

Any student requiring special accommodations should inform the instructor and the Coordinator of Disability Support Services (TC101; phone 636-481-3169).

IX. ACADEMIC HONESTY STATEMENT

All students are responsible for complying with campus policies as stated in the Student Handbook (see College website, <http://www.jeffco.edu>).

XI. ATTENDANCE STATEMENT

Regular and punctual attendance is expected of all students. Any one of these four options may result in the student being removed from the class and an administrative

withdrawal being processed: (1) Student fails to begin class; (2) Student ceases participation for at least two consecutive weeks; (3) Student misses 15 percent or more of the coursework; and/or (4) Student misses 15 percent or more of the course as defined by the instructor. Students earn their financial aid by regularly attending and actively participating in their coursework. If a student does not actively participate, he/she may have to return financial aid funds. Consult the College Catalog or a Student Financial Services representative for more details.

XII. OUTSIDE OF CLASS ACADEMICALLY RELATED ACTIVITIES

The U.S. Department of Education mandates that students be made aware of expectations regarding coursework to be completed outside the classroom. Students are expected to spend substantial time outside of class meetings engaging in academically related activities such as reading, studying, and completing assignments. Specifically, time spent on academically related activities outside of class combined with time spent in class meetings is expected to be a minimum of 37.5 hours over the duration of the term for each credit hour.

XIII. DIVERSITY STATEMENT

Jefferson College is a community leader dedicated to supporting and promoting diversity through opportunities and experiences that foster a culture of respect, inclusiveness, and understanding for everyone in the campus community to engage in a diverse world.