This rubric will be used to determine if your course qualifies as a Service-Learning Course. Please use this checklist to be sure your application and/or syllabi convey the following information:

**Course design:**

- Service addresses a community-identified need (campus, local, regional, global)
- Involves reciprocity between course and community that can increase student civic awareness and engagement
- Community partner(s) is/are: a non-profit organization, governmental agency, PreK-12 school, philanthropic arm of a for-profit organization, or other initiative approved by CCELL
- Grade given for achieving course goals via S-L activity, not just for completing hours
- Includes plans for assessing how well community need has been met
- If class is S-L optional, has plan for providing CCELL list of S-L students prior to midterm date

**Syllabus:**

- Clearly identifies the course as S-L or S-L optional
- Makes clear how the service activity is connected to course content and/or objectives
- Includes a scheduled orientation to prepare students for service experience
- Contains an explanation of service activities and estimated # of service hours
- Contains contact information and directions for communicating with community partner(s)
- Describes one or more structured reflection activities that connect service and course content
- Contains explanation of risk management policy and student trip insurance requirement
- Contains explanation of and/or links to LSU’s Engaged Citizens program (undergrad classes only)