Good afternoon,

As we continue our conversations about student engagement, you may already be aware that offering your students Service-Learning opportunities can enhance engagement as well as critical thinking ability and communication skills. If you wish to offer a Service-Learning option in your courses Pellissippi State has developed new, streamlined procedures to assist you. These procedures provide both faculty liability protection and student program support. They also enable the College to fulfill state and federal reporting requirements.

Please note that students who perform Service-Learning connected with your course and report their service hours to the College can now have those hours listed on their transcripts, a feature that increases their chances of employment, scholarships, acceptance to four-year institutions, and so forth. For this to occur students must register with, and report service hours to, Pellissippi ServiceCorps. Students who graduate having completed 60+ verified service hours receive special recognition at commencement. Exemplary student service and faculty who offer Service-Learning options in their courses will also be recognized at the spring Service Expo and Academic Awards events.

In brief, faculty wishing to offer a Service-Learning option in their courses must register their project(s) with the College by mid-semester. Students who want Service-Learning hours listed on their transcripts must report their completed hours with Pellissippi ServiceCorps by the deadline each semester. The fall 2013 deadline for student reporting is December 2.

PROCEDURE DETAILS--For FACULTY Offering Service-Learning:

1. FACULTY REGISTRATION OF SERVICE PROJECT(S): Before your students start serving, please register your course project(s) via the Faculty Registration link on the College’s Service-Learning web pages. Here is the direct link to the Faculty Project Registration Form.

2. RECOMMENDATIONS: Instead of offering a Service-Learning project as extra credit or as a required course feature, consider offering it as part of a dual-track in your course. That is, let students choose whether to complete a meaningful service project linked to course outcomes OR to fulfill those same course outcomes through more traditional means. For an average 3-hour course, 10 hours of service per student is recommended. Assessment should involve student reflections on what was learned from the service and should connect the service experience to at least one course learning outcome. Again, please make sure that your students register with ServiceCorps before serving and that they report their completed hours before the semester deadline. See below for details. For assistance, please contact service-learning@pstcc.edu

PROCEDURE DETAILS--For YOUR STUDENTS Doing Service-Learning:

1. STUDENT SERVICECORPS REGISTRATION: Before serving, students should register with Pellissippi ServiceCorps, a new online portal available through the Service-Learning webpages. The registration process contains a liability form they will need to sign electronically before they serve. Here is the direct link to the Student Registration Form.
2. **STUDENT SERVICECORPS REPORTING:** By the Fall 2013 deadline, **Monday, December 2***, your students should report their completed service hours to Pellissippi ServiceCorps so they may be verified and listed on their transcript. Please factor this date into your syllabus planning. The same ServiceCorps link above contains a place for students to report their completed hours.

* If the student is also a TnAchieves scholar, he/she must also report completed service hours to TnAchieves by this day.

Please expect a forthcoming email from the Service-Learning program reiterating these procedures. If you have any questions, please contact service-learning@pstcc.edu or 865-694-6492.

Thanks!

Ted

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