Service Learning Seed Grants Available

In an effort to increase the number of courses being offered at Suffolk University with a service learning component, Service Learning Seed Grants are being offered to faculty to develop service learning courses. The purpose of these course development grants is to expand the number of courses offered at Suffolk University that incorporate service learning as a teaching pedagogy.

Explanation of Service Learning

Service-learning is a pedagogy integrating academically relevant service activities that address human and community needs into a course. Students connect knowledge and theory to practice by combining service with reflection in a structured learning environment.

Purpose of Seed Grants: Seed Grants for Service Learning Course Development will be awarded to support the following:

1) creation of a new or improved service-learning course (or course with a service learning option), or
2) further development of an existing service learning initiative.

These grants provide funds for the development of community service learning in courses to be taught during the 2018-2019 academic year.

Size of Award: Individual awards are expected to range between $300 and $500, but can exceed this amount in special cases. The number of grants awarded in any given granting cycle will be determined by the Center for Community Engagement.

Funding Period: The seed grant period of performance are the following:

September 2018 through May 2019– This round of funds can be used for courses taking place during Fall 2018 or Spring 2019.

Please send via campus mail, fax or email attachment to:
    Center for Community Engagement
    Attention: Adam Westbrook
    8 Ashburton Place
    Boston, MA 02108
    Fax: (617) 305-6364
    Phone: (617) 305-6306
    Email: awestbrook@suffolk.edu

Seed Grant Deliverables: Successful applicants will be required to:

- Complete a final report. Detailed description of information to include will be provided.

- Submit copies of materials developed through this project, including syllabi, handouts, samples of student reflection projects, professional presentations and published articles.

- Participate in round table discussions with other faculty engaged in service learning at Suffolk University. The goal is to build community among service learning faculty, create future collaborative projects, and share resources and experience around service learning.

Allowable Use of Funds: Seed Grant funds are to be used to support service learning course development. Funding may enable the purchase and preparation of course materials and other resources associated with service learning course development, and the actual carrying out of the course.

If you have any questions about this process, or about the proposal itself, please contact Adam Westbrook, Director of Center for Community Engagement, at awestbrook@suffolk.edu or call (617) 305-6306.

See attached forms for the *Service Learning Seed Grant Proposal*.

Service Learning Seed Grant Proposal

All proposals must contain the following:

Title page, including the following information:

- Title of Grant: Service Learning Seed Grant for Course Development, Suffolk University
- Faculty Name, Title and Department
- Letter of support from department chair (Adjuncts only)
- Campus Address, Email, and Phone Number
- Course Number/Title
- Amount of Funds Requested
- How many students do you anticipate enrolling in the course?
- Department Chair

Proposal Narrative:

In 1-2 single-spaced pages, your narrative should address the following:

- **Describe the service learning component of the course or curriculum:** how the service learning experience will be integrated with the academic content, whether the service learning experience is optional or required, and the projected number of hours students will spend working on their community project. Attach a syllabus including a description of the service learning component. Support is available from the Director of Service Learning regarding placement of student volunteers, or potential community organizations with which to partner.

- **Describe the reflective component that will be used to assist students in their ability to integrate theory and community-based practice.** For example: How will the reflective component of the course allow for the student to examine her/ his individual perceptions, and developing sense of civic responsibility? What form(s) will the reflection take, such as journal, paper(s), oral debriefing, artistic format, other? Describe how reflection will be assessed.

- **What is the intended impact upon the student and upon the community, the agency, or the people being served? How will the impact be assessed?**

- **Budget Narrative:** The budget narrative must include how funds will be spent to support development of the service learning course or component.

Service Learning Seed Grant Proposal

BUDGET FORM

Budget Category	Budget Item - Description	Amount Requested
Materials & Supplies		
Participant Support (students/community org.) (i.e. service fees, transportation cost)		
Equipment		
Consulting Services/Speakers (non-SU)		
Development of Evaluation Tools		
Other Costs		

Total Amount Requested: _____