October 17, 2011

TO: Curricular Representatives
FROM: Nancy Mathews, Faculty Director, Morgridge Center for Public Service
RE: UAPC approval and Course Guide feature to identify service-learning courses

I am pleased to announce that the UAPC has approved campus-wide guidelines for service-learning courses to ensure best practices and provide consistency across disciplines. Continuing from a pilot run last year, a new tab in the Course Guide allows you to highlight the service-learning courses in your department. You may now have courses coded in SIS to display “Service-Learning” as a “Special Group”. This new feature will help increase awareness of available service-learning courses and allow students to filter responses to aid in course selection. Students can select a criteria in the search function of Course Guide that will return only courses with the service-learning designation.

The Morgridge Center for Public Service will use this information to compile a list of service-learning courses each semester to answer numerous requests from students, faculty and staff in person, as well as making it available via the Morgridge Center website. Information about service learning targeted to students will appear as a Knowledge Document in the Course Guide, and students will be referred there to the Morgridge Center’s website for more information regarding service-learning.

Please refer to the attached UAPC criteria guidelines and process document to submit your service-learning courses for approval by our faculty committee and addition in SIS to the Course Guide and Class Search. Share this information with faculty/instructional staff within your department as you ask them to identify these courses. Please note that as of January 2012, only service learning courses that go through the approval process as stated will be eligible for Morgridge Match funds, Volunteer Transportation (free taxi rides for students to service sites) or assistance from a Morgridge Center Service-Learning Fellow. Please help us avoid the disappointment of students being told by their instructors that they are eligible for the taxi service and then being disqualified due to this simple form not being submitted.

Questions about this request may be addressed to Morgridge Center Assistant Director for Community-Based Learning, Elizabeth Tryon at etryon@wisc.edu, 608-890-3334; or Chuck Dvorak at Curricular Services cwdvorak@em.wisc.edu. Thank you!