UNO Service Learning

Proposed Next Steps (December 2013 – March 2014)

There are several important next steps to take in the early development of a service learning initiative at UNO. Included among these steps are:

1. Internal administrative tasks: securing email address and phone number; office space
2. Draft a memo of commitment to SL from the president to the university community; ask for the memo to be sent out from the president’s office
3. Draft a memo to academic deans regarding the goals of the service learning initiative and the opportunities for each college
4. Set up meeting dates with each dean for early in the spring semester followed by information meetings on SL with the faculty in each college
5. Continue to develop content for website as information becomes available
6. Draft guidelines for service learning course requirements
7. Draft a startup marketing plan with timeline; include strategies for promoting SL internally and externally
8. Propose new courses and projects that will attract new students in the New Orleans region as well as serve to attract and recruit students from other universities who need to complete a service learning experience

Other items on the task agenda for the spring 2014 semester: work with SL council and appropriate academic committees to secure approval for new SL course topics; begin dialogue on the integration of SL into university recruitment activities and graduation requirements; develop guidelines for community partnership agreements; develop specific service learning marketing plans for fall 2014 (including local and national promotion; recruiting and admissions strategies); work with faculty to develop newly approved SL projects

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Draft: December 3, 2013
*Exploring Internships and IDS: discuss poss. for 3-credit internships as well as the poss. of having a SL component for students enrolled in non-SL courses (modeled after the honors program method of allowing students to gain honors credit via additional work in non-honors courses

*College-specific issues needing to be addressed in the partnership agreements, syllabus material, student “contracts,” and student/partner evaluation forms: have each SL council rep seek out best practices in their disciplines so we can best prepare appropriate material

*Timetable for open house, overview of service learning, workshops and launching the competitive application process (while also providing

*Mention the poss. of having one of our on-campus experts, Pam Rault, launch our workshops with one providing an overview of SL and its value from an educational standpoint;

*use service learning at Innovate UNO as an opportunity to spread awareness of the developing program, office location, and key dates; book a table and/or have open house hours if we’re in the office by then

*Exploring how best to include service learning as well as some form of a stipend /incentive for some UNIV courses

UNO Service Learning Council Meeting, February 5, 2014

Next Steps Update (February 5 – March 31, 2014)

Included among the important next steps in the development of Service Learning at UNO are:
1. Setting up the service learning office in the University Center; develop staffing plan

2. Set up meeting dates with each dean in February by information meetings on SL with the faculty in each college

3. Meet with faculty senate in February/March to discuss SL development, goals, development of guidelines, important sustainability components, program potential

4. Meet with each college’s faculty at a college-wide meeting in February/March

5. Review SL models and discuss characteristics to include in UNO course guidelines

6. Develop proposed SL guidelines for UNO to share with Provost’s office and faculty

7. Propose courses, projects, and partnerships that will attract new students in the New Orleans region as well as serve to attract and recruit students from other universities who need to complete a service learning experience; focus on projects that fit into the sustainability proposal goals of sustaining the program and generating new sources of funding.

8. Draft initial outline of marketing plan for SL council discussion and subsequent sharing with UNO administration (including marketing and admissions offices).

9. Discuss ongoing SL relationship with other UNO units and programs

Activities completed to date or ongoing:

a. Brown funding awarded
b. SL office space secured in UC
c. Website developed (ongoing initiative)
d. Brown reception held 1/17/14
e. Letter from UNO president sent to community
f. Memo to deans drafted for discussion
g. GA contracted
h. SL research ongoing re: guidelines for course development, student requirements, community partners
i. Faculty stipend selection/awards for spring 2014 in process

MBS/
February 4, 2014
UNO Service Learning Council Meeting, February 19, 2014

Important Events and Activities:

*Exploring Internships and IDS: discuss poss. for 3-credit internships as well as the poss. of having a SL component for students enrolled in non-SL courses (modeled after the honors program method of allowing students to gain honors credit via additional work in non-honors courses

*College-specific issues needing to be addressed in the partnership agreements, syllabus material, student “contracts,” and student/partner evaluation forms: have each SL council rep seek out best practices in their disciplines so we can best prepare appropriate material

*Timetable for open house, overview of service learning, workshops and launching the competitive application process (while also providing

*Mention the poss. of having one of our on-campus experts, Pam Rault, launch our workshops with one providing an overview of SL and its value from an educational standpoing;

*use service learning at Innovate UNO as an opportunity to spread awareness of the developing program, office location, and key dates; book a table and/or have open house hours if we’re in the office by then

*Exploring how best to include service learning as well as some form of a stipend /incentive for some UNIV courses

Next Steps Update (February 5 – March 31, 2014)

Included among the important next steps in the development of Service Learning at UNO are:

1. Setting up the service learning office in the University Center; develop staffing plan
2. Set up meeting dates with each dean in February by information meetings on SL with the faculty in each college
3. Meet with faculty senate in February/March to discuss SL development, goals, development of guidelines, important sustainability components, program potential
4. Meet with each college’s faculty at a college-wide meeting in February/March
5. Review SL models and discuss characteristics to include in UNO course guidelines
6. Develop proposed SL guidelines for UNO to share with Provost’s office and faculty
7. **Propose courses, projects, and partnerships** that will attract new students in the New Orleans region as well as serve to attract and recruit students from other universities who need to complete a service learning experience; focus on projects that fit into the sustainability proposal goals of sustaining the program and generating new sources of funding.

8. Draft initial outline of marketing plan for SL council discussion and subsequent sharing with UNO administration (including marketing and admissions offices).

9. Discuss ongoing SL relationship with other UNO units and programs

**Activities completed to date or ongoing:**

a. Brown funding awarded  
   b. SL office space secured in UC  
   c. Website developed (ongoing initiative)  
   d. Brown reception held 1/17/14  
   e. Letter from UNO president sent to community  
   f. Memo to deans drafted for discussion  
   g. GA contracted  
   h. **SL research ongoing re: guidelines for course development, student requirements, community partners**  
      i. Faculty stipend selection/awards for spring 2014 in process  
   j. **Service Learning Guidebook – first partial draft ready for review**

MBS/  
February 19, 2014
UNO Service Learning Priorities Through May 16, 2014

Important Events and Activities:

*Exploring Internships and IDS: discuss poss. for 3-credit internships as well as the poss. of having a SL component for students enrolled in non-SL courses (modeled after the honors program method of allowing students to gain honors credit via additional work in non-honors courses

*College-specific issues needing to be addressed in the partnership agreements, syllabus material, student “contracts,” and student/partner evaluation forms: have each SL council rep seek out best practices in their disciplines so we can best prepare appropriate material

*Timetable for open house, overview of service learning, workshops and launching the competitive application process; have a stipend application form ready (March 26 at UC)

*Service Learning Conference: April 11-12 in Lafayette

*Mention the poss. of having one of our on-campus experts, Pam Rault, launch our workshops with one providing an overview of SL and its value from an educational standpoint;

*use service learning at Innovate UNO as an opportunity to spread awareness of the developing program, office location, and key dates; book a table and/or have open house hours if we’re in the office by then

*Exploring how best to include service learning as well as some form of a stipend /incentive for some UNIV courses

Next Steps Update (through May 16, 2014)

Included among the important next steps in the development of Service Learning at UNO are:

1. **Setting up the service learning office in the University Center; develop staffing plan**
2. **Set up meeting dates with each dean in February by information meetings on SL with the faculty in each college**
3. **Meet with faculty senate in February/March to discuss SL development, goals, development of guidelines, important sustainability components, program potential**
4. **Meet with each college’s faculty at a college-wide meeting: (March 15 – April 16)**
5. **Review SL models and discuss characteristics to include in UNO course guidelines**
6. Draft plan to identify and secure significant community partners to engage with projects that will have a significant impact on the community and result in substantial benefits for UNO (students; faculty; institution’s image and reputation as an engaged urban university)

7. Complete draft of proposed SL guidelines for UNO to share with Provost’s office and faculty by April 4 (include guidelines for community partners selected to participate in SL and regulations for engaging them); update website with guidelines

8. Branding: draft initial ideas for branding SL at UNO. Engage SL council and marketing office in discussion. For recruitment purposes, it is critical that SL at UNO has a unique brand that attracts students, gains positive recognition in the community, and serves to appeal to new sources of funding (other private and corporate foundations; crowdfunding platforms)

9. Propose courses, projects, and partnerships that will attract new students in the New Orleans region as well as serve to attract and recruit students from other universities who need to complete a service learning experience; *focus on projects that fit into the Brown Sustainability Proposal goals of sustaining the program and generating new sources of funding.* It is important to select as partners key community organizations whose missions, when enhanced by UNO SL projects, will result in significant benefits to the organization, to the university, and to the quality of life and future of community.

10. Draft initial outline of marketing plan for SL council discussion by March 26 and subsequent sharing with UNO administration (including offices responsible for marketing, recruitment and admissions).

Other Activities:

11. Develop a PowerPoint presentation that can be used to promote SL at UNO to community groups and potential supporters (for use over the summer months and fall 2014 and beyond)

12. Engage the office of development in raising additional funds for service learning projects and for supporting the office of service learning in general

13. Discuss and develop strategies for building ongoing SL relationships with other UNO units and programs

Draft date: 3-9-2014

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