

**Missouri University of Science & Technology**  
**Guidelines for Academic Service Learning (AS-L) Courses**

1. The course is arranged in partnership with an approved service partner/s. Approved service partners must sign a Letter of Understanding with the Missouri University of Science & Technology.
2. The service activity is being conducted with a not-for-profit agency. (Other partnerships will be considered on a case by case basis.)
3. Instructors have considered potential conflicts of interest and have communicated them to the service partner/s.
4. The experience provides the service partner/s with a useful service.
5. The service learning project/activity should be clearly communicated to the students in the course syllabus.
6. The service-learning project/activity should include appropriate contact time and opportunities for interaction with the service partner, as determined by the instructor.
7. The course assignment includes a reflective exercise that requires students to analyze the service-learning experiences and synthesize information gained that enriches their academic studies. Readings, writing assignments, journaling, and project assignments are designed to accommodate and integrate the civic engagement component of the course.
8. The service-learning project/activity should constitute an appropriate percentage of the student's grade, as determined by the instructor.
9. Students will be given the opportunity to assess the service-learning project and its integration into the course.
10. Faculty are encouraged to provide assessment data. Assessment data may include reflection journal excerpts, reflection essays, synthesis papers, class presentations and/or student survey data.
11. Faculty are encouraged to report their findings on improved student learning and the impact of the AS-L component through publications, manuscripts and presentations at appropriate conferences.