

Service-Learning at Carleton – tips and contacts

Faculty in more than fourteen departments and programs have successfully constructed service-learning projects for their classes. If you are interested in knowing more about these projects, please contact the ACT Center (see contact information below).

Important things to think about as you develop a service learning or academic civic engagement project:

- How does the project fit into the overall course goals and into the needs of the community partner?
- How will the project be assessed?
- How will students get back and forth to the off-campus site? (Transportation)
- Will the project require scheduled time over and above the class and lab time listed in the schedule of classes? (If so, this scheduled time should be indicated on the schedule forms from the registrar's office. Contact the Registrar.)
- Will research on human subjects be involved? (If so, you or the students need to consult the Human Subjects Research/Institutional Research Board guidelines at http://webapps.acs.carleton.edu/campus/doc/faculty_resources/research_with_human_subjects/ for information about whether an application to the IRB is necessary).
- Grants for curriculum development are available from the Dean of the College. See http://webapps.acs.carleton.edu/campus/doc/faculty_resources/research_and_grants/internal_grants/ for details. The grant deadline is late October for work to be carried out the following summer and academic year.

Who to contact at Carleton for help:

Faculty Service-Learning Advisor: Michael McNally, Religion Department, mmcnally@carleton.edu x 5953 (through June 2004)

Candace Lutt, ACT Coordinator and Assistant Director of Campus Activities, clutt@acs.carleton.edu x4028

Student Service-Learning Coordinators: Kirsten Merrell (merrellk@carleton.edu) '04
Margi Youmans (youmansm@carleton.edu) '06
Kelly Grucelski (grucelsk@carleton.edu) '05 (starting in fall '04)

Mary Savina, Coordinator, Perlman Center for Learning and Teaching msavina@carleton.edu x4191

The ACT Center and The Perlman Center for Learning and Teaching have books and articles about service-learning. Information is also available at:

<http://webapps.acs.carleton.edu/campus/act/servicelearning/>
<http://webapps.acs.carleton.edu/campus/ltc/links>

Carleton is a member of Minnesota Campus Compact (<http://mncampuscompact.org/>), one of several such organizations in individual states. The **national website** (<http://www.compact.org>) has a wealth of resources, including syllabi from many courses, examples of institutional programs, definitions and frequently asked questions.

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