

Undergraduate Certificate in Service Learning

The Certificate in Service Learning (CSL) recognizes your experiences in utilizing your classroom skills to meet community-identified needs.

Earning the certificate involves taking classes, engaging in volunteer work, and reflecting on your service learning experiences. Once you have earned the certificate, it is acknowledged on your official academic transcript.

Completion of this certificate fulfills the KU capstone requirement.

• Introduction to Service Learning

- The Service Learning Orientation is an online and self-paced introduction to service pathways and ethical service work.
- This is not a class. Modules and resources to complete this component will be available on the Center for Service Learning's website. After reviewing the online modules, you will respond to reflection questions.
- All Service Learning Orientation components must be completed prior to or during the same semester in which you register for the certificate.

• 1 service learning course and 1 social awareness course

- Complete 1 designated service-learning (SL) class and 1 social awareness (SA) class. View eligible classes (<https://csl.ku.edu/students/certificate/eligiblecourses/>).
- Service learning classes must be taken for a minimum of 2 credit hours. Classes that qualify toward the certificate vary by semester.
- Some approved courses offer optional service or multiple projects that serve for-profit and non-profit organizations. In order for your service to be approved for the certificate, you must have participated in the service learning component of the course, and the service must be completed in the non-profit sector. You may have taken a SL or SA service-learning class that is not included on the list of courses on the Center for Service Learning website (<https://csl.ku.edu/students/certificate/eligiblecourses/>) or with approval from the Center for Service Learning. In order to seek approval or recommend a course be designed as a service-learning or social awareness course, submit the form on the Center for Service Learning's website.

• 60 hours of service

- Complete a minimum of 60 hours of service. Service hours from your service learning class count toward the cumulative 60 hours needed to complete the certificate. If the service hours from your courses fall below 60 hours, you may complete additional service in one of the following ways:
 - participate in an alternative break trip
 - volunteer at a non-profit agency
 - complete another service learning course
- If you continue service at an agency beyond what is required for your service learning class, you may use those hours to complete this component. Contact the Center for Service Learning with

questions or to discuss other options for completing the additional service.

- If you complete service hours that are not part of a class, you will need to fill out an additional service verification form (https://kusurvey.ca1.qualtrics.com/jfe/form/SV_6YEHRsDcORCMkJg/) that includes completion of reflection questions and upload it to your submission.
 - All service learning activities completed as part of a designated service learning course will be accepted, no matter when completed.
 - Up to 30 hours of service learning and volunteer activities may be accepted toward certificate requirements prior to completion of the Service Learning Orientation requirement, if service adheres to the established criteria on the Center for Service Learning's website. However, students must complete a structured reflection with CSL staff to satisfy the reflection requirement for these hours by participating in a session offered by the CSL. Staff will not approve additional service hours beyond 30 unless the student has registered for the certificate and completed the Service Learning Orientation module.
- ## • Final Reflection
- Write a reflection summary including all your service experiences. Because you will be including all of your service experiences in the reflection, you may not submit the reflection prior to completing your service experiences. Visit csl.ku.edu (<http://csl.ku.edu>) for more specific details on reflection requirements. To access the final reflection, you must have registered for the certificate, completed Service Learning Orientation, and finished your coursework and service hours.