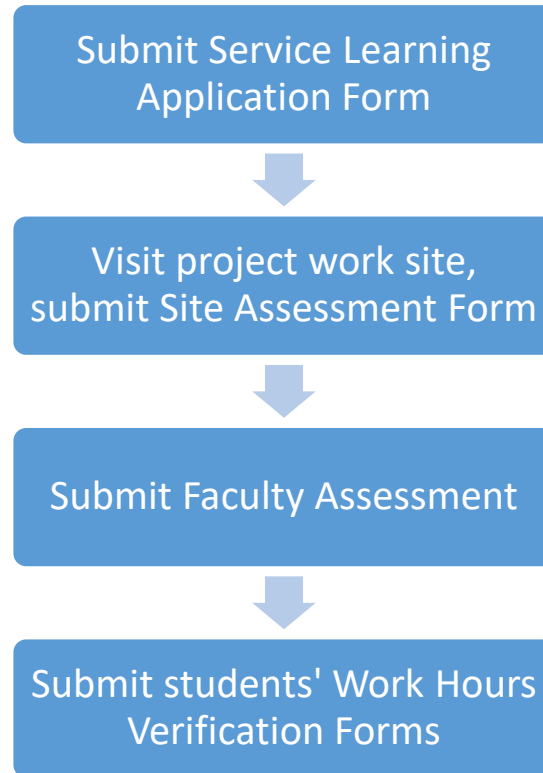




THE UNIVERSITY of
NEW ORLEANS

SERVICE-LEARNING Administrative Process

Once you have developed your course, identified an appropriate Community Partner, and developed a project, there are four more steps to gaining Service Learning designation and qualifying for the \$2000 stipend:



All forms are available on the “Faculty Resources” page of the Service Learning website (<http://www.uno.edu/service-learning/faculty-resources.aspx>)

REMEMBER:

- You must submit a new Service Learning Application Form each semester you offer the course.
- You must visit the work site and submit a completed Site Assessment Form each semester you offer the course, even at sites where students previously worked.
- Failure to complete either of these steps will render you ineligible for the \$2000 stipend that semester and students will not receive service learning credit on their transcripts.