**Service-Learning Fellows Program Departmental Support Letter**

The spring 2023 semester-long Service-Learning Fellows Program is designed to foster the development and institutionalization of service-learning courses and curricula, projects, and scholarly pursuits at Purdue, as well as strengthen collaborative efforts and outcomes in communities by Purdue faculty (including non-tenure track), continuing lecturers, and graduate student instructors. **Please read and sign below to verify your support for the applicant’s participation in this fellowship.**

It is expected that individuals receiving this fellowship will incorporate service-learning into their courses and departmental curricula, as well as become campus-wide service-learning resources and advocates. Up to $2,000 is available per project ($1,000 instructor discretionary funds and $1,000 community partner project). Over the course of the next semester, fellows will work closely with the Service-Learning Director and community partner to collaboratively develop the skills and tools needed to deliver effective, mutually beneficial service-learning courses. A formal service-level agreement will follow.

**Fellowship Terms of Service Spring 2023**

* Collaboratively develop a plan for course and project implementation with community partner and Service-Learning Director
* Participate in 9 cohort meetings
* Develop and submit: learning contract, learning outcomes & objectives, syllabus, student reflection assignment, curricular map, research impacts, reflections, final report
* Apply for the Office of Engagement [Societal Impact Fellows Program](https://www.purdue.edu/engagement/research-impacts/professional/), Office of Engagement [Scholarship of Engagement Fellows Program](https://www.purdue.edu/engagement/scholarship-of-engagement/soe-fellows/), engagement and service-learning grants, and/or produce a scholarly contribution, i.e., annual [Purdue Engagement & Service-Learning Summit](https://www.purdue.edu/engagement/summit/), co-author in [Purdue Journal for Service-Learning and International Engagement](https://docs.lib.purdue.edu/pjsl/)
* Contribute to the assessment of service-learning (instructor, student, community partner assessments)

**Expected Uses of Funds**

* No funds may be used for salaries or honoraria.
* Funds may be used for travel needed to support the course/project.
* Funds may be used for materials, supplies, publicity, printing, postage, digital platform technologies, etc. needed to support the course/project.
* Funds may be used for professional development related to the project.
* Funds may be used to support an intern or undergraduate/graduate research directly related to the project with approval by appropriate unit leadership.

*Note: All activities and fund usage must be in compliance with the* [*Protect Purdue*](https://protect.purdue.edu/) *guidelines and the standard operating procedures for* [*Experiential Learning*](https://www.purdue.edu/innovativelearning/download/sop-for-classrooms-instructional-lab-experiential-course_fall-2022/?)

# Review and approval

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Fellow |  |  |  |  |
|  |  |  |  |  |
| *Signature* |  | *Name (Please print)* |  | *Date* |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Department Head |  |  |  |  |
|  |  |  |  |  |
| *Signature* |  | *Name (Please print)* |  | *Date* |