

## Service-Learning Fellows Program Departmental Support Letter

The fall 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), lecturers, staff, 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

- Collaboratively develop a plan for course and project implementation with community partner and Service-Learning Director
- Participate in 9 cohort meetings
- Attend at least 1 one-on-one consultation with Service-Learning Director
- Develop and submit: curriculum design framework, 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](#), Office of Engagement [Scholarship of Engagement Fellows Program](#), engagement and service-learning grants, and/or produce a scholarly contribution, i.e., annual [Purdue Engagement & Service-Learning Summit](#), co-author in [Purdue Journal for Service-Learning and International Engagement](#)
- 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](#) guidelines and the standard operating procedures for [Experiential Learning](#)*

### Review and approval

Fellow

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Name (Please print)*

\_\_\_\_\_  
*Date*

Department Head

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Name (Please print)*

\_\_\_\_\_  
*Date*