



**Office of Continuing Education and Service-Learning**  
**Grambling State University**

# **Service-Learning Course Designation Packet**

Dr. Rory L. Bedford, Director  
Continuing Education and Service-Learning

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**Office of Continuing Education and Service-Learning**  
**Grambling State University**

**Application for Service-Learning Course Designation**

Please submit the completed application and course syllabus to Office of Continuing Education and Service-Learning (CESL).

**Instructor's Name:**

**Date:**

**College:**

**Department:**

**Course Title:**

**CRN Number:**

**Semester:**

**Service Learning Requirement:**

Required

Optional

**Project Title:**

**Community Partner** (please list the community organizations your students will be serving):

**Service-Learning Project Description:**

\_\_\_\_\_  
Director  
Continuing Education and Service-Learning

\_\_\_\_\_  
Date

Date: \_\_\_\_\_

Committee Approval/Recommendations: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_



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**The Grambling State University Service-Learning Requirement:**

- ❖ Students who enrolled in Grambling State University Fall 2008 and beyond are required to complete at least 160 hours of service-learning activities. Eighty (80) hours through “pure” service-learning activities and eighty (80) hours can be achieved through approved civic engagement activities or community service projects.
- ❖ Service-learning courses and projects should be approved by the Office of Service-Learning prior to the beginning of the activity. Fill out and return the appropriate release forms prior to beginning of the project. Forms are available in the Office of Continuing Education and Service-Learning – Jacob T. Stewart Building (Room 222); Extension 2547; Email: [bedfordr@gram.edu](mailto:bedfordr@gram.edu) and [pereram@gram.edu](mailto:pereram@gram.edu)
- ❖ Courses designated as service-learning courses: English 101 and 102; Mathematics 147 and 148; History 101 and 104; SOC 101; FYE 101 and 102; HON 110, and ED 111. Courses and projects **must** be approved **each** semester.
- ❖ **In order to make sure that students have an opportunity to earn service-learning credit, departments should offer service-learning sources in addition to the courses listed above.**
- ❖ The course syllabus should include a service-learning objective, with guidelines that indicate the application of skills and knowledge and a reflection exercise that is appropriate for the course.
- ❖ Academic advisors should make sure that students are aware of the number of service-learning hours needed in order to graduate and update them during advisement sessions.

**Training Sessions:**

- ❖ Training sessions are available upon request. At least 2 group workshops are offered each semester to provide current information about service-learning. Individual workshops are conducted as needed.
- ❖ Sessions include: How to write Service-Learning Objectives; Assessing Service-Learning; Record Keeping; The Reflection Process; and others.
- ❖ The Director of Service-Learning will work with individual faculty and staff to assist upon request.

**Please note: Students will not receive service-learning credit if the classes, along with the syllabi are not approved by the Office of Service-Learning.**

*Grambling State University is a 2009 recipient of The President's Higher Education Community Service Honor Roll with Distinction in the area of service-learning and community service, as a result of the hard work and dedication the students, faculty, and staff. Grambling State University is one of 2 universities in Louisiana that received this honor. The other university is Tulane in New Orleans. Grambling State University also received Honor Roll recognition in 2011.*

**Grambling State University  
Proud Recipient of the**



**Honor Roll with Distinction 2009 & Honor Roll 2011**