*Below is the Carlson Center’s suggested template language about service-learning for your syllabus, Canvas site, etc. Feel free to adapt the language and tone to meet your expectations for service-learning in your course. (The hours commitment—minimum of three hours each week—is firm. Please do not modify this without consultation with the Carlson team.)*

**What is service-learning?**

Service-learning provides a unique experience to connect coursework with engagement in and with the local community. Offered as an integral part of many University of Washington courses, service-learning provides students an opportunity to reflect on their in-class learning in tandem with an on-going commitment to a local non-profit or community-based organization. Service-learning opportunities address concerns that are identified and articulated by community partner organizations. Service-learning combines community-based service with structured preparation and reflection opportunities.

The Carlson Leadership & Public Service Center coordinates service-learning opportunities for undergraduate students and is a resource as you connect to community-based opportunities.

**Commitment expectations**

Service-learning opportunities generally require a minimum commitment of three hours each week. Students are expected to commit from the second week of the quarter through the last week of classes. Service-learning is seen as an essential “text” in your class–you are expected to regularly engage with, reflect on, and integrate the service-learning into your classroom experience through structured classroom reflection and assignments. Building authentic relationships and consistent, weekly engagement with your community partner organization are essential components of successfully completing your service-learning.

**How do I select a service-learning position?**

Instructions for reviewing a list of service-learning opportunities matched with this course will be presented during the first week of classes. You can also visit uw.edu/carlson and follow the service-learning links from our website.

Registration for a service-learning position takes place online—through a system called EXPO. Please check the Carlson Center web site for the specific date and time registration will open for this class. Most courses will register for service-learning positions during the latter half of the first week of classes.

**Service-learning orientations**

All students are expected to complete an orientation with their selected service-learning organization as soon as possible after registering for a service-learning position in the Carlson Center’s EXPO system. As soon as you register for your position online and receive a confirmation email from the Carlson Center, contact your organization by phone and email to either 1) confirm your attendance at an already scheduled orientation or 2) to schedule an orientation if no specific date/time was listed in your position description. Ideally, orientations should occur during the second week of the quarter and no later than the third week.