Designating Service-Learning Courses with the “S” Suffix

The **S** suffix (and the SERV attribute) designate courses with a service-learning component, a high-impact practice (HIP). Service-learning courses engage students through placements or projects in addressing a real-world, community-identified need that relates to the course learning objectives and serves the public good. Through critical reflection activities, students demonstrate how their work benefits the community as well as enhances their academic, civic, and/or personal learning.

Academic courses with a service-learning component can be designated with an “S” suffix through CAPA, UGA’s online course approval system. Hundreds of UGA courses have been designated with the S suffix. Designation makes it easier for students to find these courses, and helps streamline the process of tracking and inclusion in campus and USG reporting and UGA’s Experiential Learning requirement.

Both a service-learning and non-service-learning section of the same course can be created (e.g. ENGL 1101 and ENGL 1101S), giving departments the option of which version to load in Banner depending on whether or not the course is being taught with a service-learning component in a given semester or by a given instructor. Additionally, online courses that carry an E suffix can receive the “SERV” attribute and will be included in automated reporting.

**Information Required for the “S” Suffix Designation**

To designate your course with an “S” suffix, follow the standard process for submitting a CAPA application via your department. The S suffix is used for courses with a service-learning component, engaging students through placements or projects in addressing a real-world, community-identified need that relates to the course learning objectives and serves the public good. Through critical reflection activities, students demonstrate how their work benefits the community as well as enhances their academic, civic, and/or personal learning. The amount, focus, and partners for community-based work can vary substantially, and no minimum number of “hours” of service is mandated. However, **all S courses must involve students in undertaking, and reflecting on, projects/placements applying course content to benefit the (local, state, national, or international) community**. (Note, as of 2022, there is no longer a specific statement about service-learning required in the “non-traditional format” field of CAPA. See the [CAPA Suffix Guidelines](#).)

Evidence of service-learning best practices, including reflection, **must be included** in the Course Objectives and/or Topical Outline section of the course approval form. It is also helpful to include an indication of community-based work in the course description. Sample language could be similar to the following:

- “Develop, implement, and reflect on an applied service-learning project/placement in [content area]”
- “Apply knowledge gained from community service experience by contribution to class discussions and written assignments.”
- “Understand service and outreach aspects of [topic]; Identify and apply course techniques in community settings; Demonstrate understanding through critical reflection activities.”
- “Serve the local and broader community by assisting nonprofits with [topic]. Connect community-based work to class content through arts- and writing-based assignments.”
- “Apply their new knowledge about [topic] to their service experience as well as apply their service experience to their new knowledge.”

**For Questions or Support . . .**

- For help with course design, contact Dr. Paul Matthews, [pmatthews@uga.edu](mailto:pmatthews@uga.edu) at the OSL
- For CAPA support, contact Paree Shedd, [pashedd@uga.edu](mailto:pashedd@uga.edu), in the Office of the Registrar