Office of Service-Learning
UNIVERSITY OF GEORGIA

Designating Service-Learning Courses with the "S" Suffix

Service-learning courses engage students, through placements or through projects, with addressing a real-world, community-identified need that relates to the course learning objectives and serves the public good. Through critical reflection, students demonstrate their academic, civic, and/or personal learning enhanced through the service-learning project or placement.

Academic courses with a service-learning component can be designated with an "S" suffix through CAPA, UGA's online course approval system. As of 2018, some 250 courses have been designated with the S suffix, making it easier for students to find courses that qualify for UGA's Experiential Learning requirement and helping streamline the process of tracking and inclusion on the forthcoming experiential transcript.

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.

Information Required for the "S" Suffix Designation

To designate your course with an "S" suffix, follow the standard process for submitting a CAPA application in your department and meeting the CAPA deadlines. You will need to add two additional, required elements for S courses in CAPA:

1) Non-Traditional Format Field: In the Non-Traditional Format field in the CAPA application, faculty should **copy and paste** one of the four statements that is most appropriate to their course's level of inclusion of service-learning into this field. These statements are available through a link on the CAPA website. Other information customized to the course may also be included.

2) Course Objectives and/or Topical Outline: Evidence of service-learning best practices should be made explicit in the Course Objectives and/or Topical Outline section of the course approval form. Examples of this could include language such as:

- "Develop, implement, and reflect on an applied service-learning project/placement in [content area]"
- "Apply concepts of leadership to issues of individual interest in a community-based service-learning context" (ALDR 4000S)
- "Serve the local and broader community by assisting nonprofits with their writing needs" (ENGL 1101S)
- "Evaluate food insecurity, diet-related chronic diseases and global/local food system challenges through participation in a service-learning project; the class will partner with local community programs and organizations addressing food and health" (GLOB 3200S)
- "Gain hands-on experience working effectively with English language learners; reflect on experiences in teaching/tutoring these students; and understand issues relating to the education of language learners" (LLED 4620S)
- "Understand service learning and outreach components of environmental interpretation; Identify and apply environmental interpretation techniques in natural resource settings" (NRRT 5880S/7800S)
- "Introduction to service-learning; design and development of demonstrations for a local science show; presentation of science shows at area schools; reflection on shows and learning outcomes (PHYS 4910S/6910S)
- "Apply their new knowledge [about social justice] to their service experience as well as apply their service experience to their new knowledge" (SOWK 2160S)

For Questions or Support . . .

The Office of Service-Learning is available to provide support, assistance, and consultation on the CAPA process as well as other aspects of service-learning course design. Feel free to contact our office for feedback, guidance, or examples to help designate and design your course!

More information on the "S" suffix is available at http://servicelearning.uga.edu/frequently-asked-questions/