**Service-Learning Fellows Program Departmental Support Letter**

The fall 2024 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 student engagement and service-learning grants and/or produce a scholarly contribution, i.e., annual [Purdue Engagement & Service-Learning Summit](https://www.purdue.edu/engagement/summit/), co-author in [Purdue Journal for Service-Learning and International Engagement](https://docs.lib.purdue.edu/pjsl/)
* 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.

# Review and approval

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| Fellow |  |  |  |  |
|  |  |  |  |  |
| *Signature* |  | *Name (Please print)* |  | *Date* |

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| Department Head  |  |  |  |  |
|  |  |  |  |  |
| *Signature* |  | *Name (Please print)* |  | *Date* |