**Faculty Service-Learning Award**

**CRITERIA**

* Available to any graduate teaching assistant, instructor, lecturer, or faculty member that uses service-learning as a teaching tool in a course
* Any course that includes service-learning and was taught during the Spring 2015, Summer 2015, or Fall 2015 is eligible
* The service-learning component must be incorporated into the course curriculum and not simply as an extra-credit option
* Nomination may demonstrate any or all of the following:
	+ Connection between service-learning and curriculum
	+ Proof of substantial learning shown with evaluation or assessment
	+ Evidence of a clear outcome statement for both student and community agency(s)
* Must include a partnership with a nonprofit or government service agency(s) that addresses a community issue/need or a significant campus community project

**NOMINATION PROCESS**

* A colleague or the department can coordinate nominations—self-nominations are also appropriate. Please return completed nomination form and other required materials by **February 5, 2016** to the Student Activities Office, 120 Memorial Union (Main Level) or email materials to hailey.goplen@ndsu.edu.
* **Completed nominations must include:**
	+ Nomination form (page 2)
	+ At least one letter of recommendation from someone other than the nominator
	+ At least one student produced reflection paper
		- **NOTE:** an additional letter of recommendation may be submitted **by a student** to substitute for the reflection paper, however, the letter should include information regarding what the student learned/gained from the course
	+ Name and contact information for community partner(s)
	+ Course syllabus and supplemental instructions—including learning objectives, description of service project, grading criteria for service project, information about community agency(s), student reflections, etc. (maximum of 10 pages)

**SELECTION PROCESS**

* Submit application materials by **February 5, 2016**
* Selection Committee will review applications and make recommendations to the Provost
* Faculty member will receive award at the President’s Celebration of Excellence Ceremony in the spring.

Questions? Call 231-8566 or email Hailey.goplen@ndsu.edu

**NOMINATION FORM** *– Please complete this section by responding to the following questions. You may answer the questions on a separate sheet of paper. Include this form with the additional criteria (listed on page 1).*

**Name of Nominee:**

**Date:**

**Status of Nominee:** Faculty Staff Graduate Student

**Please provide a brief description of nominee’s contributions in the area of service-learning:**

**Reason for nomination:**

**Name of Nominator(s):**

**Nominator(s) phone number:**

**Nominator(s) email:**

*Please hand in completed Nomination form and other required material by* ***February 5, 2016*** *to the Student Activities Office, 120 Memorial Union (Main Level). Questions: Hailey Goplen, 231-8566,* *hailey.goplen@ndsu.edu*