



## NEW YORK UNIVERSITY

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### Community Service

University Relations and Public Affairs  
25 West Fourth Street, Room 5<sup>th</sup> Floor  
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Memorandum to: Members of the NYU Faculty

From: Gloria Cahill  
Director of Community Service

Re: Service Learning Course Development Grants

The Office of Community Service offers the opportunity for NYU faculty members to apply for Service Learning Course Development Grants offered on a semi-annual basis. Service Learning Course Development Grants are offered for either undergraduate or graduate courses. The purpose of these grants is to initiate courses that integrate service learning into the curriculum and demonstrate the value of service as part of academic life. Proposals can build on course designs currently in place or represent entirely new initiatives. Courses should include a practicum of a volunteer experience either organized by the instructor or developed by students as an integral part of the course. Grants range from \$2,000 to \$4,000 and are awarded for one term, summer or yearlong courses.

Enclosed is a Service Learning Course Development Grant application for your reference. Each application must include all items asked for on the "Face Sheet," Department/Division Chair's and Dean's letter of support, a written statement of collaboration from all organizational partners, and a project statement of three to six double spaced pages in length. Also, a budget outlining expected expenditures as well as curriculum vitae for all principal investigators must also be included. Please send 10 copies of your completed proposal to the Office of Community Service, Room 503 attention Gloria Cahill by **July 1, 2008**. An appointed committee then reviews the proposals and notifies applicants of their status in August.

If you would like any additional information regarding the Service Learning Course Development Grant application process, please contact Gloria Cahill at 998-2349.

**Attachments: 6**

# New York University Office of Community Service



## Special Faculty Announcement

### Guidelines for

## **Service Learning Course Development Grants**

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- Funds may be used to develop or enhance undergraduate or graduate courses.
- Courses should include a practicum of a volunteer experience either organized by the instructor or developed by students as an integral part of the course.
- Grants range from \$2,000 to \$4,000 and are awarded for one-term, summer or year-long courses.

**Application Deadline: July 1, 2008**

New York University Office of Community Service

Invites All New York University Faculty to Apply for

## **Service Learning Course Development Grants**

Application Deadline: July 1, 2008

Members of the faculty from throughout the University are invited to submit proposals for service-learning courses. Proposals can be submitted for either undergraduate or graduate courses. The purpose of these grants is to initiate courses which integrate service-learning into the curriculum and demonstrate the value of service as part of academic life. Proposals can build on course designs currently in place or represent entirely new initiatives. Since the spirit of these grants is to foster service-learning in the NYU community, a wide variety of approaches is encouraged.

There are three main elements that broadly define service-learning. First, service-learning activities include features which encourage participants' learning about the broader social and environmental issues which relate to the service they are performing. Participants explore the historical, political and cultural context of the needs and issues that their service addresses, and through this process develop academic skills.

Second, service-learning courses involve a practicum of a volunteer experience either directly organized by the instructor or developed by the student as an independent project for the course.

Third, service-learning creates formal opportunities for reflection and discussion of the service experience. Through this dialogue, participants develop critical skills and learn to relate personal experiences to wider group and societal concerns.

Service-learning courses should reflect meaningful connections with the community where the service component is being completed. Where possible, service goals should be created in partnership with the sponsoring organization(s) and community. Courses focused on the Lower East Side and Greenwich Village are especially encouraged as are courses in the neighborhoods immediately adjacent to NYU divisions. Members of the Office of Community Service are available to steer faculty toward partnerships with organizations in these neighborhoods.

Assistance is available to faculty who are considering applying. For any questions regarding service-learning course design, applicants can call Gloria Cahill at 998-2349 who will put applicants in touch with faculty who have experience in this field.

Service Learning Course Development Grants will be awarded for one term, yearlong or summer courses in credit or non-credit programs. Faculty members will be given a grant which will normally range from \$2,000-\$4,000 to cover course-related expenses. Special arrangements, such as interdisciplinary and team teaching, and courses that involve faculty from more than one department or school are encouraged. It is hoped that courses piloted from these grants will become part of the curriculum and serve as possible springboards for larger external initiatives.

Each proposal must have the approval of your department chair and dean. Proposals will be reviewed by a selection committee made up of members of the faculty and administration.

**Application Deadline: July 1, 2008** for courses to be piloted during academic year 2009.

## **Proposal Format**

### **1. Face Sheet Listing:**

- a. Project Title
- b. Principal Investigator(s)
- c. Faculty Title(s)
- d. School(s)
- e. Department(s), address(es) and telephone number(s)
- f. Amount requested (if multi-year project, specify per-year)
- g. Names of collaborating organization(s)
- h. Abstract (one paragraph, including a clear statement of objectives)
- i. Indicate proposed semester(s) for which course is to be piloted.

### **2. Chair's and Dean's Letter of Support**

### **3. Written Statement of Collaboration from Organizational Partner(s)**

### **4. Project Statement (three to six double spaced pages). The committee encourages concise statements addressing the following:**

- Clear statement of purpose, scope and strengths of the project and its relation to the criteria of the grant (no more than one page);
- Description of the course and aspects of its service practicum;
- Description of the service that students will complete and the agencies with which they will work;
- Discussion of how the course will include a historical and social examination of the service work and a reflective component;
- Description of resources that will be used in the implementation of the course;
- Description of plans to continue the course beyond the pilot semester as part of the curriculum.

## **5. Budget**

Please provide a budget outlining expected expenditures for your Service Learning Course. The budget should be broken down according to appropriate University budget sub-codes. In reviewing the proposals, the committee will not consider funding major capital outlays and instructional costs that might well be expected to be borne within the school, that can be covered by minimum enrollment, or that are financed in the usual budget process. Moreover, money to develop a new course will have to be justified as beyond the normal work of the individual faculty engaged in new course development.

For assistance in preparing the budget, consult the dean's office or the school's office of funded research.

## **6. Curriculum Vitae of principal investigator(s)**

### **Proposal Submission**

**Ten (10) copies**, bearing approval of departments and deans should be submitted to:

The Office of Community Service  
25 W. 4<sup>th</sup> Street, Room 503  
New York, NY 10012  
Attn: Gloria Cahill

For further information or additional copies of the guidelines, please call Gloria Cahill at 998-2349.

## Service Learning Course Development Grant Criteria

### Suggested Criteria

**Service Learning Course Development Grants may not be used for the following:**

*(This list is representative and is not intended to suggest that these are the only items that might be rejected.)*

1. Stipends for faculty;
2. Professional fees, stipends or honoraria for volunteers;
3. Transportation costs for volunteers, (i.e. “cab fare to bad neighborhoods,” Metro-Cards to get to and from volunteer site);
4. Purchase of capital equipment (computers, vcr’s televisions, video cameras, etc.).
5. General operating expenses for clubs or non-profit organizations;

**Service Learning Course Development Grants may be used for the following:**

*(This is a suggested list based on past allocations. It is not intended to limit your requests, but to guide them.)*

1. Educational materials to support an ongoing project (i.e., books for a literacy program, sample test books for an SAT prep program, etc.)
2. Printing costs to cover educational materials needed for a project (materials must not infringe upon copyright).
3. Minor equipment necessary for completion of the project (i.e., we will cover the cost of film for a photography workshop, but typically not purchase the camera.)
4. Group admission to museums, purchase of discount tickets for cultural events, etc. to enable a group or class to attend a performance. (Note: We discourage applying for funding for Broadway tickets given that the maximum amount of \$500 would fund very few tickets. We encourage projects that explore some of the lesser-known cultural venues throughout the city and ask that applicants demonstrate how many tickets will be purchased and what, if any, discount is being provided to support the group.)
5. Group transportation to and from a service project or field trip;
6. Refreshments for project participants (although it is strongly advised that this not comprise the bulk of the request).