

Center for Community Service-Learning
Phone: (818) 677-7395, FAX (818) 677-5935
Mail Drop: 8370, 435 Sierra Hall

Service-Learning Scholar Program
Grants for Student Assistants to Service-Learning Faculty
Request for Proposals (RFP) for 2005-2006 Academic Year

Proposal Due Date: Friday, September 2, 2005

Program Description

The Service-Learning Scholars program is designed to assist faculty members with management of their service-learning classes while developing a cadre of student service-learning leaders. The Center for Community Service-Learning is pleased to offer five additional \$1000 **Service-Learning Scholar Grants for Student Assistants** this academic year. Service-learning is a pedagogy that combines explicit academic learning objectives, preparation, and analysis with meaningful activities in the community. The grants will support students assisting full and part-time faculty who are teaching service-learning classes in Fall and Spring, while providing leadership training to selected students. Service-Learning scholars must work 100 hours over the course of the year and attend leadership class each Tuesday during Fall semester from 5:00 p.m. to 6:00 p.m. These classes will cover a wide-range of leadership skills including team building, conflict resolution, diversity training, listening and communication skills, peer counseling, event planning, reflection activity assistance, and program management.

Overview

In September 2000, Governor Gray Davis allocated \$2.2 million per year for four years to the California State University system to support the expansion of service-learning on CSU campuses. The new California State budget continues that tradition by including funding during the 2005-2006 academic year. In addition, the CSU Chancellor's Office has obtained additional support from the Radin Foundation Community Service Scholarship Program to help develop a generation of students who are committed to life-long community service and learning.

Eligibility

Any part-time or full-time faculty member at any rank who teaches a service-learning course in both Fall and Spring semesters can be awarded a Service-Learning Scholar during the 2005-2006 academic year. Scholars may be undergraduate or graduate students. The Center for Community Service-Learning will provide those students with \$1000 stipends. The Service-Learning Scholars will assist professors with in-class and community activities for both Fall 2005 and Spring 2006 semesters. Professors must be teaching one course each semester that has been or can be approved by the Center for Community Service-Learning and the

awards will be paid directly to the selected students.¹ If a professor is only teaching a service-learning class in Fall 05, the student scholar may assist another professor in the same department with a spring service-learning class. The stipends are divided into two installments: the first is allocated at the beginning of Fall semester and the second is released upon satisfactory completion of the 100 hours, which is to coincide with the conclusion of Spring semester. All Service-Learning Scholars will be required to attend classes in conjunction with the Program.

Timeline (please excuse very short turn-around time; additional funds just became available)

September 2	Proposal due in the Center for Community Service-Learning (433 Sierra Hall—Mail Drop 8370) by 5:00 p.m.
September 7	Winners announced
September 13	Kick-off and training dinner, 5:00 pm to 7:00 in the Whitsett Room, SH 451
September 14	Scholars begin assisting professors
September 20	Student scholar classes begin and continue every Tuesday from 5-6 in Sierra Hall 435

Review Process

The Center for Community Service-Learning will convene a diverse selection committee to review all proposals. The committee will utilize a quantitative scoring method, evaluating each applicant according to criteria outlined in this RFP. Preference will be given to those faculty members who have received Faculty Curriculum Development Grants and service-learning training in previous years or who have established a record of using service-learning pedagogy in their teaching at CSUN or elsewhere.

RFP Application Process

Applications

A complete application consists of the three items listed below. Incomplete applications will not be reviewed. Only one complete, hardcopy original application need be submitted to the Center for Community Service-Learning, Sierra Hall, Room 435 by the September 2 closing date. Electronic copies of the cover page, narrative and syllabus may be sent to maureen.rubin@csun.edu.

1. Cover Page

Complete and submit the cover page and attach it to the proposal narrative as the first page of the application.

¹ All student stipends are subject to withholding tax.

2. Narrative

- a. Describe the service-learning class(es) you will be teaching in Fall and Spring semesters this year or the or the Spring class that will be taught by another professor in your Department. Include information about your proposed student learning outcomes, anticipated community partnerships and their service goals for your students, reflection activities, and culminating projects or presentations, and assessment.
- b. Describe the activities and duties you anticipate will be the responsibility of your Student Service-Learning scholar in Fall. You do not have to identify the student at the time of the application, but scholars must be selected by September 13 in time for the dinner and joint student/faculty training session.
- c. Describe your previous experience and training with service-learning pedagogy.

The narrative must be double-spaced using a 12-point font and not exceed four pages in length. Respond to each of the three questions listed above by letter. Narratives that do not respond to the individual questions will receive lower rankings.

3. Service-Learning Course Syllabus

Attach a complete copy of the Fall course syllabus for which you are requesting student assistance.

Additional Grant Recipient Requirements

- a. Conflict of Interest: Partnership with a community agency must not violate University policies regarding conflicts of interest.
- b. Grant recipients will be required to share the results of their service-learning class in an appropriate campus forum scheduled during Spring 2006.
- c. Grant recipients must submit a final report to the Center for Community Service-Learning by June 30, 2006.

Applications are also available on the web at:

www.csun.edu/csl

Click on Student Service-Learning Scholar Application located on the left-hand column under "Download Center".

**Return to:
Center for Community Service-Learning
Mail Code: 8370
By 5:00 pm September 2, 2005**

**For additional information contact:
Maureen Rubin
maureen.rubin@csun.edu
(818) 677-7395**

**Service-Learning Scholar Grants for Student Assistants – Spring 2005
COVER PAGE**

Name of Principal Faculty Member _____ Title _____

Department _____ Mail Code _____

Course Number/Name _____

E-Mail _____ Phone (office) _____ (home) _____

FAX _____

Name of Student Service-Learning Scholar (if known) _____

Scholar's e-mail _____ Scholar's phone _____

Scholar's mailing address _____

I, the Principal Faculty Member, agree to the following provisions (please initial)

_____ I agree to attend all functions required by supervisors of Student Service-Learning Scholars

_____ I agree to disseminate the results of my funded project at an appropriate campus forum, if requested to do so.

_____ I will participate in all requested assessment activities.

_____ I understand that failure to complete any of the above will result in forfeiture of grant funds.

Signature of Faculty Member _____

Date _____