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

The spring 2025 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 Program Facilitator 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 Program Facilitator
* Participate in 9 cohort meetings
* Attend at least 1 one-on-one consultation with Program Facilitator
* 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* |