New Faculty Course Registration Form

Dear Faculty,

The Service-Learning program is excited to welcome you to our community. Please complete the course registration form below for each of your participating S-L classes this ________ (semester) by replying to this email, faxing to x5366 or calling x5656 with the following information at your earliest convenience. This will allow our office to schedule S-L presentations for your class(es) as soon as possible, so that we can get your students off to a good start.

Faculty Name:

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Course Number</th>
<th>Course Section</th>
<th>Days</th>
<th>Times</th>
<th>Rooms</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1. Request dates for presentation(s) and length of presentation(s) (presentation length should be long enough to efficiently discuss SL).

2. Who is your community partner? Do you need help finding a CP?

3. Amount of Service time required for your course? (Please be aware of SL requirements):

4. A little bit about your Service-Learning project. What will your students be expected to do and how will they reflect? (pre-planning, mid, and post reflection required)

5. What are your learning objectives? (Remember Service-Learning and your student learning outcomes should be clear on your syllabus)
Numbers to 4 and 5 should be stated on your syllabus, you may attach your syllabus instead of re-writing these answers.

Thank you for your time
You may return this form via e-mail servicelearning@kbcc.cuny.edu
or fax (718) 368.5366
Attn: Mandy Fraley, Service-Learning Counselor

If you have any questions, please contact The Service-Learning Program at (718)368-5656