Faculty Course Registration Form

Dear Faculty,

The Service-Learning program is excited to welcome you back. Please complete the course registration form below for **each** of your participating S-L classes this _____ (semester) by replying to this email or faxing to x5366 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: _____

Course Title	Course Number	Course Section	Days	Times	Rooms

Request dates for presentation (s) Is there anything you would like to change or add from previous presentation(s)?

_____

Would you like to change or add community partners?

_____

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

_____

Type of Reflection, example: Journal, presentation, essay, organized discussion etc… (Pre-planning, mid, and post reflection required)

_____

_____

Anything else we should know? Suggestions/ideas/thoughts, New Projects?

_____

_____

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