



## 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:**

Course Title	Course Number	Course Section	Days	Times	Rooms

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

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

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

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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)

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5. **What are your learning objectives?** (Remember Service- Learning and your student learning outcomes should be clear on your syllabus)
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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](mailto: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