The Center for Service for Service and Learning, through Commitment to Excellence (CTE) Funds, underwrites the funding for the Service Learning Assistant Scholarship Program. Instructors and staff sponsors affirm and commit to the following guidelines regarding the use of SLA Scholarship funds and mentorship of individual SLAs.

1 - USE OF FUNDS:
1) Scholarship funds are intended to support faculty and staff work that increases the capacity of the campus to support service learning courses and civic engagement through teaching, research, and professional service activities as defined in the SLA program description.

2) Scholarships may not be used to support individual student research, or service projects, or be used to cover student travel costs for international service projects.

3) SLA funding renewal is contingent upon a variety of factors:
   - Compliance by faculty mentor/supervisors and SLAs with all the roles and responsibilities outlined herein, including, but not limited to, the submission of reports and attendance at scheduled meetings.
   - Size of the funding pool in a given academic year.
   - Evidence that the SLA has:
     - Increased the number of IUPUI students engaged in service learning courses and/or;
     - Increased capacity for service learning program growth and quality improvement and/or;
     - Increased the knowledge base on service learning and civic engagement.

2 - COLLECTION OF ASSESSMENT DATA:
The Center for Service and Learning is committed to supporting faculty and staff to:
   - Engage in scholarly work associated with their service learning courses and projects,
   - Be able to collect data from service learning courses to support documentation for tenure and promotion dossiers, and
   - Use data from course assessment to improve the practice and quality of service learning in their courses and programs.

To these ends, faculty and staff who are granted SLA scholarship funds for the purpose of implementing a service learning course(s) or for managing multiple service learning courses are expected to collect evidence of student outcomes from their service learning course(s) during each semester in which the award is granted and to make the aggregate data available to CSL.

The CSL has several tools available for faculty or staff to use, which are available on the CSL’s website at http://csl.iupui.edu/assessment/. Alternatively, faculty or staff may select or develop an alternative tool that meets specific purposes for the course. Supported faculty and staff maintain ownership over the collected assessment data; however, to aid the CSL in documenting the outcomes of service learning for the 2012 accreditation, to help CSL advocate for service learning funding at the campus level, and to assist the campus and other faculty in applying for grants, as well as conducting scholarship on service learning, we ask supported faculty/staff to share their data with us.

3 - SLA SUPERVISION AND MENTORSHIP:
Faculty and staff mentors/supervisors are expected to:
1) Submit an SLA proposal to the Center for Service and Learning according to the accompanying guidelines. Proposals can be renewed as stated herein.

2) Read the SLA Faculty/Staff Mentor Handbook.

3) Upon notification of award, select a qualified student(s) to assist in the work as it relates to service learning, community-based research, or civic engagement. Please note that it is the responsibility of the faculty/staff member to ensure that the selected student(s) meet the minimum eligibility requirements as outlined above.

4) Provide mentoring, supervision, and guidance to the SLA throughout each semester of the award.

5) Complete faculty/staff mentor reporting requirements in accordance with SLA reporting guidelines and due dates. Information regarding SLA faculty/staff mentor reports requirements are available in the Handbook. They are also posted on the web at SLA Faculty/Staff Mentor Reporting Instructions.

6) Notify the CSL immediately when a student fails to comply with his or her SLA responsibilities.