Application Introduction

APPLICATION CHECKLIST
Please review all program guidelines and policies prior to completing the application. The software will not allow you to change a response once you have advanced to the next page.

Preview a complete version of the application in PDF format online. [#MAKE HYPERLINK#]

Incomplete applications will not be reviewed.

A Service Learning Assistant (SLA) scholarship application will be considered complete when all of the following documents are filled out and on file in the Center for Service and Learning:

- Submitted online application. If you do not receive a confirmation email verifying receipt of your application, your application is not considered submitted. Please contact the Center for Service and Learning if this happens.
- Completed Faculty/Staff Recommendation form.
- Preview the recommendation form [#ONLINE#].

ADDITIONAL SCHOLARSHIP PROGRAM INFORMATION

Make sure to review this information prior to beginning your application.

- [#PROGRAM DESCRIPTION AND RATIONALE#]
- [#PROPOSAL REVIEW CRITERIA AND FUNDING PRIORITIES#]
- [#MENTOR EXPECTATIONS#]
- [#STUDENT ELIGIBILITY AND GRADUATE STUDENT INSURANCE#]

SPECIAL NOTES

- SLA scholarship funding is competitive and not guaranteed.

- Please do not promise scholarship support to any student prior to receiving formal notification of award from the Center for Service and Learning.

- Scholarships are linked to the faculty/staff mentor and not the student. Once an award is granted, the faculty/professional staff member identifies an eligible student to support a faculty/staff-led community engaged scholarly activity. [#LEARN MORE#].

- Summer funding requires a separate summer scholarship application. [#LEARN MORE#].
QUESTIONS? Contact Mary Price at 278-2662 or officesl@iupui.edu.

INSTRUCTIONS

There are seven sections to this application. Please complete all sections.

Is this the first time that you have sought support through the Service Learning Assistant Scholarship Program?

- Yes
- No

* Identify the semester(s) for which you are seeking SLA scholarship support in this application. Select all that apply.

Have more than one project that you are seeking support for? If the projects combined will span both the fall and spring semesters, consider combining your requests, where possible, into a single application.

Reminders:
- Submitted applications may cover more than one project/course.
- Submitted applications may span more than one funding category.

<table>
<thead>
<tr>
<th>Fall Only</th>
<th>Spring Only</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Academic Year (Fall &amp; Spring)</td>
<td>Summer</td>
</tr>
</tbody>
</table>

Faculty/Staff Applicant Mentor Information

SECTION 1. Faculty/Staff Applicant and Mentor Information

Applicant Name:

The applicant is the faculty or staff member seeking funding through the Service Learning Assistant Scholarship Program.

<table>
<thead>
<tr>
<th>Applicant First</th>
<th>Applicant Last</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

Faculty/Staff Applicant Campus Telephone:

(###) ###-####
Faculty/Staff Applicant University Status.

Please select one option from the drop down list.

Faculty/Staff Applicant School affiliation:

Select one.

- Dentistry
- Education
- Engineering and Technology
- Fairbanks School of Public Health
- Health and Rehabilitation Sciences
- Herron School of Art and Design
- Honors College
- Informatics and Computing
- Kelley School of Business
- Law

If "other," please identify your School/Center Affiliation.

Identify your primary department/office affiliation. Enter "N/A" otherwise.

Faculty/Staff Applicant Campus Mailing Address:

Please include building and room number.

Faculty/Staff Applicant IUPUI Email Address:
SLA Scholarship Award Category:

Select from the list below the option(s) that best describes your needs for scholarship support. Select all that apply.

- **Teaching:** The faculty/professional staff member offers a service learning course during the semester in which the scholarship is to be awarded. For example, an SLA may serve as teaching assistant in a service learning class, coordinate aid community placements, or assist in monitoring students at community sites.

- **Research, Scholarship, Creative Activity:** The faculty/professional staff member designs and implements a research, scholarly or creative project using community-based participatory methods; the project may be grounded in the discipline or be interdisciplinary in nature; alternatively, the project may focus on building the knowledge base on service learning pedagogy. An SLA may serve as an assistant on this project (e.g., impact study, program evaluation, assessment of civic learning outcomes and outcomes, etc.)

- **Service:** The faculty/professional staff member provides professional expertise in collaboration with a community organization/group to meet the group's stated goal(s). An SLA may assume coordinating duties related to the faculty/professional staff member's professional service project or serve as a liaison between campus and community organizations.

- **Capacity Building:** The faculty/professional staff member is engaged in expanding the capacity of their program to offer service learning courses or curricula. An SLA may assume coordinating duties related to expanding support to instructors in a unit who use one or more forms of service learning pedagogy, provide administrative support to track and improve data collection on service learning courses within the unit or to serve as a unit liaison between campus and community organizations/groups.

Select the option(s) that most closely describes your request for an SLA scholarship.

- I or my department need support for a project(s) that is associated with one or more courses.
- I or my department need support for a project that is not associated with one or more courses.

Select the boxes that best describes the mode of civic and community engagement associated with your project(s).

- Advocacy
- Community-Based Research (conducted in the community)
- Campus-Based Program Support
- Community-Based Program Support
- Community-Engaged Scholarship (inquiry/knowledge production/dissemination conducted in and with the community—includes creative activity grounded in the use of community-based participatory methods)
- Creative Activity
- Direct Voluntary Service
- Disciplinary Research
- Knowledge Mobilization
- Problem-based learning
- Scholarship of Teaching and Learning
- Other

Primary Mentor Information:
The primary mentor is the individual that provides direct guidance, oversight and feedback to the student scholar.

In some cases, the person that carries the provides the majority of mentoring and supervision is not same individual that has applied for SLA funding (i.e. that individual the P.I., project manager, department chair or principal instructor for a project/course/program.

For this funding request(s), are the applicant and the primary mentor the same person?

Yes  No

Primary Mentor Name.

In the space below, list the name of the individual, other than yourself, who will serve as the primary mentor to student scholars funded with SLA scholarship funds.

Remember, the primary mentor is the individual that provides direct guidance, oversight and feedback to the student scholar throughout the scholarship period.

NOTE: If you are not sure who this person will be but are certain that it will not be you, the applicant, please enter “not known” in the First Name box and “at this time” in the Last Name box.

Primary Mentor Name

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary Mentor</td>
<td></td>
</tr>
</tbody>
</table>

Course Information

Section 2. Course Information

How many course sections will you teach at IUPUI during this academic year (inclusive fall, spring, summer) that use service learning pedagogy or another form of community-based learning?

In your count, include all course sections, not just those for which you may be applying for SLA scholarship support.

Not certain what the differences are? LEARN MORE.

<table>
<thead>
<tr>
<th>Service Learning Course Section(s)</th>
<th>Community-Based Learning Course Section(s)</th>
</tr>
</thead>
</table>

Please select from the list below

https://iu.col.qualtrics.com/ControlPanel/Ajax.php?action=GetSurveyPr...
Please identify the **number of courses** for which you are seeking SLA scholarship funding in this application.

0 1 2 3 4 5 Greater than 5

**Are you the primary instructor for each of these courses?**

- Yes
- No
- Not Applicable

**In the space below, please provide baseline information on courses for which you are seeking SLA scholarship support.**

<table>
<thead>
<tr>
<th>Course Information (List up to 5)</th>
<th>Course Level</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>Number</td>
<td>Section #</td>
</tr>
<tr>
<td>Course 1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Course 2</td>
<td></td>
<td></td>
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<tr>
<td>Course 3</td>
<td></td>
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<tr>
<td>Course 4</td>
<td></td>
<td></td>
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<tr>
<td>Course 5</td>
<td></td>
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</tr>
</tbody>
</table>

**TYPES OF COMMUNITY EXPERIENCE**

**Indirect** = students complete the community project or service over the course of the semester with little or no face to face contact with community members or groups. [Example: students meet with agency representative at the beginning of the semester to learn about the project but the remainder of the project is completed by students in the classroom, in collaborative work teams or online with no direct community involvement].

**Short Term Immersion** = students spend 3 - 12 hours engaged in meaningful activities in community settings over the course of the semester. The time on tasks may be concentrated into 1 or more visits and may bring students into direct contact with community members or organizational staff.

**Extended Immersion** = students spend 12 + hours engaged in meaningful activities in community settings over the course of the semester. The time on tasks is distributed over the semester at regular intervals and regularly brings students into direct contact with community members or organizational staff.
<table>
<thead>
<tr>
<th>Semester(s) Offered (Select all that apply)</th>
<th>Type of Community Experience (Select One.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Spring Summer</td>
<td></td>
</tr>
</tbody>
</table>

${q://QID59%231/ChoiceTextEntryValue/1/1}$

${q://QID59%231/ChoiceTextEntryValue/2/1}$

${q://QID59%231/ChoiceTextEntryValue/3/1}$

${q://QID59%231/ChoiceTextEntryValue/4/1}$

${q://QID59%231/ChoiceTextEntryValue/5/1}$
Review statements below. For each statement, rate yourself regarding how often you integrate each attribute into your current community-based teaching practice.

1 star  =  I do not consider this attribute relevant to good teaching practice generally and do not include it in my community-based teaching practice.
2 stars = I do not currently include this attribute in my community-based teaching practice.
3 stars = I occasionally include this attribute in my community-based teaching practice.
4 stars = I regularly include this attribute in my community-based teaching practice.
5 stars = I regularly integrate this attribute into my community-based teaching practice and collect data to study my practice in relation to this attribute.

I award academic credit for learning from the community not time spent in community.

My course learning objectives clearly link time spent in community with course or program level learning goals [PULs, disciplinary, professional learning outcomes, personal growth, etc.].

I make an explicit effort to include civic learning as a dimension of my course learning objectives.

I use strategies that help my students see community members with whom we interact as co-educators.

I give students regular opportunities throughout the semester to describe and examine their community experiences.

I give students regular opportunities throughout the semester to articulate their learning, generated from the community experience, in light of course concepts.

Adequate attention is given to prepare students to learn in, with and from the community.

My course assessment plan integrates examination of the community-based experience (e.g. student learning outcomes, project outputs/outcomes, partnerships, etc.).

Community groups with whom my class collaborates have opportunities to view and provide feedback on my students' contributions.

Share a copy of a syllabus that best illustrates your current approach to community-engaged teaching.

Browse... No file selected.

Community Partnership Information
Section 3. Community Partnership Information

Community Partner(s): List the principal community agencies and groups associated with the course(s), project(s) or program(s) associated with your SLA funding request.

You may list up to six. If you have more than six, please note this in your proposal narrative.

<table>
<thead>
<tr>
<th>Group/Organization Name</th>
<th>Provide a name projects associated with each community partner - if associated with a course, please list course number.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Community Partner 1</td>
<td></td>
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<tr>
<td>Community Partner 2</td>
<td></td>
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<tr>
<td>Community Partner 3</td>
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<td>Community Partner 4</td>
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<tr>
<td>Community Partner 5</td>
<td></td>
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<tr>
<td>Community Partner 6</td>
<td></td>
</tr>
</tbody>
</table>

Personal Statement

Section 4. Applicant Personal Statement

Type or paste your responses into the boxes below.

Briefly discuss how an award of a Service Learning Assistant scholarship will benefit you and your work? Do not use this space to describe the project or benefits to the student. Rather, illustrate how this funding will impact you as a community-engaged practitioner-scholar.

NOTE:
If your request is submitted on behalf of your unit, address how this funding will help your program or unit to build its capacity for supporting community-engaged practices [in teaching, partnerships, scholarships, etc.] your program/department.

Discuss your developing understanding of one of the following concepts:

- Community Engaged Scholarship (CES) (aka. public scholarship)
- Civic-Minded Professionalism
As part of your response, describe a recent example(s) that illustrates:
- how you integrate the principles of CES or civic-minded professionalism into your work.
- how you engagement with community influences your view of yourself as a scholar, teacher and/ or professional.

Also, make sure to reference recent key successes, challenges or barriers you have encountered in your community-engaged work. What allies or strategies have you discovered to aid you in being successful or navigating "bumps in the road"?

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SLA Logistics

Section 5. SLA Scholarship Requests

Identify the type of student scholarship support that you are seeking. Select all that apply.

- Undergraduate Scholarship(s) only
- Graduate Scholarship(s) only
- Both Undergraduate and Graduate Scholarships

Scholarship Level and Number of SLAs:
Use the drop down boxes to describe your request. You'll be prompted to provide information on the number, duration and engagement level for scholarship requests.

SPECIAL NOTES:
- Most awards range from 1 to 2 SLAs at 5 to 10 hours of contributed service per week.
- Hour levels correspond to the average number of hours the SLA will contribute to a funded project or course per week throughout the semester.
- To insure equitable distribution of awards, the maximum number of awards to any individual faculty/staff member is limited to 4 per semester. This number is inclusive of both undergraduate and graduate awards.
- Awards in excess of 2 per faculty member are rare and are based on the soundness of the case made in the application.
- Summer award requests will not be accepted outside of the designated summer application window.

Request for Undergraduate SLA scholarships

- The drop down menus associated with academic year, fall or spring (only) refer to the number of student scholars requested.
- Only use the fall/spring columns if you are applying for one semester of scholarship support this academic year.
- If you have questions, contact the Center for Service and Learning, 278-2662 or via email at office@iupui.edu. Ask for Mary Price.
<table>
<thead>
<tr>
<th>Funding Level</th>
<th>Academic Year (# of students)</th>
<th>Semester Requests (# of students)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Request 1</td>
<td></td>
<td>Fall Only</td>
</tr>
<tr>
<td>Request 2</td>
<td></td>
<td>Spring Only</td>
</tr>
<tr>
<td>Request 3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Request 4</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Graduate Scholarships and Health Insurance**

Changes in university policy mandate that the university pay for graduate student insurance for any graduate student that meets the established minimum criteria unless that student officially waives insurance coverage with university administration.

Beginning in the fall 2015, if your request for a graduate level SLA Scholarship is approved, it is possible that your unit will need to cover all or some portion of the required premium. A student's status will not be known at the time of application. However, it is important that you seek counsel from your chair or dean, in advance, to clarify their willingness and ability to cover these costs should they arise.

If you encounter complications in this process, please do not hesitate to contact SLA program staff with questions or concerns. The CSL is aware that circumstances vary and we are committed to working with individuals and units to navigate this issue equitably.

Currently, we are building out our website to house additional information pertinent to graduate student scholarships and health insurance. [LEARN MORE.](#)

I understand that it is my responsibility to speak with my supervisor, program chair or dean regarding their ability to cover the cost of student insurance for any graduate level SLA scholarships awarded to me. This conversation should happen prior to this individual completing a recommendation form in support of my application.

- Yes, I understand.
- No, I do not understand and I would like to speak to a CSL staff member to clarify.

**Request for Graduate SLAs**

- *The drop down menus associated with academic year, fall or spring(only) refer to the number of students requested.*
- *Only use the fall/ spring columns if you are applying for a single semester of scholarship support this academic year.*
- *If you have questions, contact the Center for Service and Learning, 278-2662 or via email at officesl@iupui.edu. Ask for Mary Price.*
### Project Information and Student Contributions

#### SECTION 6. Project Description and Student Scholar Contributions

Describe the project(s) for which you are seeking SLA Scholarship support. In your response, describe the role of the Service Learning Assistant (SLA), including specific details on their duties and responsibilities. Do not discuss the possible benefits to the student here. You will have the opportunity to do this later in the application.

**SPECIAL NOTES:**

- If requesting more than one SLA scholar during a semester or academic year, provide a detailed justification for why more than one scholar is necessary.
- If requesting a graduate SLA scholar, discuss the reasons the duties and responsibilities associated with your request could not otherwise be fulfilled by an undergraduate student. For example, what special skills or background does the graduate student possess? What level of knowledge is required for the SLA that the typical undergraduate student would not possess?
- If applying for an academic year award, explain the nature of the support your need for both fall and spring semesters.

Briefly discuss how the methods you use to collaborate with community groups align with the principles of good practice for community-engagement in higher education. In your response, be sure to address how knowledge of these practices will be modeled/transmitted to the SLA(s). As part of your response, include discussion of the supervision and mentoring that you will provide to your student scholars in order to achieve both your and the community's goals for this project(s).
Briefly discuss your view of the benefits of the SLA experience for the student(s). Include in your discussion, how the SLA scholarship experience will advance their development as civic-minded professionals, scholars or practitioners.

Discuss how you anticipate the activities completed by you and your SLA scholar(s) will benefit partnering community organization(s), residents or group(s).

How you address issues of safety and liability with your students, community partners and your SLA scholar?

What mechanisms do you have in place in your work with community partners and students to ensure that both groups are aware of the risks and liability associated with community-based learning and research? For example, do you provide an orientation session, use service contracts, affiliation agreements and/or rely on other means?

Similarly, if your course, project or program serves children under the age of 18, what steps have/will you take to comply with IU’s new policy for Programs Involving Children.

STATEMENT OF SUPPORT

Do you know the email address for the dean, chair or supervisor who will complete the Faculty/Staff Recommendation Form for your application?

- Yes
- No

If you responded yes, please enter the email address for the dean, chair or supervisor who will be completing the Faculty/Staff Recommendation Form for your application.

This individual will receive an automated link with directions for completing this requirement.

Email Address:
If you do not have your recommender's contact information at this time, please bookmark the Faculty/Staff Recommendation Form link below to provide to the recommender. This form will need to be complete for your application to be considered.

https://iupuiir.co1.qualtrics.com/SE/?SID=SV_bQ4m7SnZXYnO4zr

Student Eligibility & Special Notes

**Section 7. Student Eligibility, Responsibilities, and Affirmation**

**Student Eligibility:** Review the student eligibility criteria and roles and responsibilities below.

<table>
<thead>
<tr>
<th>Undergraduate Students</th>
<th>Graduate Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>In order to be eligible to receive an SLA scholarship, IUPUI/IUPUC undergraduate students must:</td>
<td>In order to be eligible to receive an SLA scholarship, IUPUI/IUPUC graduate students must:</td>
</tr>
<tr>
<td>Carry at least a 2.75 grade point average.</td>
<td>Carry at least a 3.00 grade point average (or 3.00 undergraduate GPA if in their first semester of graduate school).</td>
</tr>
<tr>
<td>Enroll in and complete at least 9 credit hours at IUPUI/IUPUC during the semester in which they receive the SLA scholarship. (The minimum for summer awards is three credit hours.)</td>
<td>Enroll in and complete at least 6 credit hours at IUPUI/IUPUC during the semester in which they receive the SLA scholarship. (The minimum for summer awards is 3 credit hours.)</td>
</tr>
<tr>
<td>Have completed at least 15 credit hours at IUPUI.</td>
<td>Have completed or be in the process of completing at least 6 credit hours at IUPUI.</td>
</tr>
</tbody>
</table>

**SPECIAL NOTES**

As a scholarship program, there will be additional responsibilities involved for both the funded faculty/staff member and the student scholar should your application be approved. You can preview these [online](https://qualtrics.support/iupui.co1.qualtrics.com/SE/?SID=SV_bQ4m7SnZXYnO4zr).

When a request is approved, the faculty/staff member is responsible for verifying numbers 1 and 3. The Bursar's Office will verify item 2.

Please mark the box to acknowledge that you have read and agree to abide by these guidelines.

I agree

Thank you for applying for a Service Learning Assistant Scholarship!

A copy of your application information has been submitted to the IUPUI Center for Service and Learning. A copy
will be also be forwarded to the email you provided in the application.

The timeline for review of applications and notification of awards is available online. If you have any questions or concerns about this application, please send an email to officesl@iupui.edu.

***Please select the arrow at the bottom right hand side of this page to submit your application***