



# THE CENTER FOR COMMUNITY SERVICE-LEARNING

## One Course: Two Sections

### What is Service-Learning?

A prime example of Cal Poly's learn-by-doing philosophy in action, service-learning is a pedagogy that provides students with structured opportunities to learn, develop, and reflect through active participation and thoughtfully organized community involvement. It enhances the academic experience of students by explicitly relating academic content and course objectives to issues in the community. Service-learning integrates assessment and student reflection on the interrelationships between course content and community-based learning activities. Conducted in the community at approved sites, it meets the needs of the students, faculty, and community partners and fosters civic competence and engagement.

### Why Combine Sections?

Students may be confused by the S designation and not enroll in the course. This allows students to enroll and then have the S designation after their enrollment.

Combining sections allows for courses with service-learning as an option to have the "S" on the transcripts of the students who chose the service-learning experience.

### Scheduling S and non-S sections of the same course:

If the course has never been offered as service-learning with the "S" designation, please complete the designation paperwork and submit through the appropriate channels (department chair, dean, CCS-L). When the course has been entered into the catalog, you or your department scheduler will be notified so that it can be placed in the schedule of classes for the appropriate quarter.

Have your academic department schedule **both** the service-learning section and the regular section (i.e., EWS 402 and EWS 402S). Each class section will have its own Class Number but have identical meeting information including days, times, and instructor. Only one section can have a listed Facility ID.

Have the department scheduler request the two sections be combined by emailing Georgina Manzanares at [gmanzanares@csupomona.edu](mailto:gmanzanares@csupomona.edu) with a cc to Ashley T. Ly at [atly@csupomona.edu](mailto:atly@csupomona.edu). In this email, please indicate the total capacity of the combined sections (ie, no more than 30 students for both sections overall).

### Below is an example of two sections to be combined:

Class:	EWS 402
Days & Times:	MWF 8:00 am – 9:05 am
Facility ID:	1-109
Instructor:	DeFreitas
Enrollment Cap:	30

Class:	EWS 402S
Days & Times:	MWF 8:00 am – 9:05 am
Facility ID:	leave blank
Instructor:	DeFreitas
Enrollment Cap:	30

Using our example above, when the S and non-S sections are combined, the Facility ID from EWS 402 is shared with EWS 402S. When enrollment in both sections combined reaches 30, both classes become closed to enrollment. In this example, EWS 402 can have 24 students enrolled and EWS 402S can have 6 students enrolled and enrollment into both classes will both be closed.

Students who enroll in the non-designated section who select a service-learning option must decide by the add/drop deadline if they are to receive an "S" on their transcript. To do so, they must drop the non-designated section and add the designated section within the time allowed.

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### Questions?

Visit our website at <http://academic.csupomona.edu/ccsl>, call us at 909-869-4269, or just stop by our office in rm. 113, bldg 1.