

Appendix A

Guiding Form for Service-Learning Module Design

For some service-learning modules with off-campus activities, travel allowance may be granted to students with punctual arrival and full attendance. Students will have to fill in a form to apply for the travel allowance. Normally only public transportation (e.g. bus or mtr) will be considered. For special cases, or if group tour buses would be booked for large-scale events, please contact S-L Staff for consideration.

Module Code and Title:

Name of Module Instructor:

Offer Semester: 1st / 2nd / Summer Semester

Academic Year:

What kind of students will be in the module?

☐ Mostly Major in ☐ Mixture of different majors, e.g.

☐ Mostly ☐ Major and some few others e.g.

No. of Classes per semester:

No. of Students per Class:

Preferred Class participation Format:

☐ Full class participate in service-learning ☐ students voluntarily join S-L project as groups

☐ Students voluntarily join S-L project individually

Preferred max. no. of participants (if any preference to control the size of participants):

(no. of students) /

(no. of groups)

What module learning goals/objectives do you wish to deepen or broaden by adding service-learning?

What are the main skills and knowledge that students of this module can offer?

What are the key assignments/project and assessment mode for this module?

Assessment Methods Component

Assessment Method	Weighting	Please tick as appropriate
	%	<input type="checkbox"/> This component can incorporate S-L nature
	%	<input type="checkbox"/> This component can incorporate S-L nature
	%	<input type="checkbox"/> This component can incorporate S-L nature
	%	<input type="checkbox"/> This component can incorporate S-L nature
	%	<input type="checkbox"/> This component can incorporate S-L nature

Total S-L component takes up % of assessment method.

Timeline of the Original Module Activities / Projects

Week	Task	Remarks
Week 1 - 2		
Week 3 - 4		
Week 5 - 6		
Week 7 - 8		
Week 9 - 10		
Week 11 - 12		
Week 13 - 15		