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**Community Engagement “CE” COURSE DESIGNATION FORM**

**SUBMISSION DEADLINES:**

***Courses to be offered Fall ‘20 Term - Deadline is February 19, 2020.***

To ensure timely review by the CE Course Designation Approval Committee and placement in appropriate class schedule(s) all proposals must be submitted to the CE course Designation Approval Committee by the dates shown above. ***PLEASE SAVE THIS FORM AND E-MAIL ALL MATERIALS TO*** [***Mhein@ROLLINS.EDU***](mailto:Mhein@ROLLINS.EDU)***.***

***Please also include a rough draft of your syllabus and solidified or potential community partners with contact information***

**Department**: **Instructor:**

Catalogue Title:

**Course Credit: (circle)** 1 2 3 4 5 6 Semester Hours **Total Contact Minutes Per week**:\_\_\_\_\_\_\_(excluding breaks).

**STANDARDS OF CE COURSES** (Courses meeting the standards listed below are considered for the designation of “CE” at Rollins College):

* Identifies and addresses a need in the community (campus, local, regional, or global)
* Meets course objectives and demonstrates a clear connection between the community activity and the course content (theory to practice)
* Involves structured student pre/post reflection
* Involves collaboration with a community organization/agency that is committed to a reciprocal partnership between service and learning
* Allows the community partner to share in classroom dialogue, discussion, and scholarship (when appropriate) including reporting feedback, service project results or research
* Involves a minimum of 15 hours of direct service/research with the community organization/agency
* Involves assignment(s) in which students share their experience with the class community, the community organization/agency and address a plan for active citizenship beyond the course

**PLEASE COMPLETE FOLLOWING AS PART OF CE DESINGATION- Type into form and save**

**Rationale for CE Designation**

Description of course (to appear in print- 30 words or less):

Click here to enter text.

**What are the goals and objectives of this course?**

Click here to enter text.

**Practical Application for CE Designation**

**How would community engagement activities (example: direct service, scholarship, research) enhance student learning and course goals?**

Click here to enter text.

**How do community engagement activities meet existing community opportunities and/or needs (include name(s) of community agencies that this course will work with). Please be as specific as possible in sharing non-profit information and the needs they’ve identified.**

Click here to enter text.

**What activities/projects will students be involved with in partnership with the community (example: direct service, scholarship, research)? How will the community partner(s) or agencies be involved?**

Click here to enter text.

**Please identify how students will reflect upon their service experiences throughout the duration of the course?**

Click here to enter text.

**How will learning be assessed/graded for service-learning or community-based research? (examples: assignments, presentations, etc.)**

Click here to enter text.

# Course Construction for CE Course

**Please demonstrate the *significant and ongoing number* of contact hours between students and the community engagement activity (please include anticipated number of hours of direct and indirect engagement in projects and activities related to the community for the course- should be no less than 15 hours/student).**

Click here to enter text.

# How often will this course be offered? \_\_ Every term \_\_ Once a year \_\_ Every other year

**How many majors, minors, and non-majors do you expect to take this course?**

Click here to enter text.

**What community impact area(s) does your course objective(s), themes, or goals align with? For example: Health, Education, Environment, etc.**

Click here to enter text.

Please add any other pertinent information that helps further clarify interest in CE Designation for this course.

Click here to enter text.

# Expectations for CE Course

Courses that are designated as CE include participating in the following:

* CE assessment (both direct and in-direct data collection) as coordinated by CLCE
* CE faculty development opportunities (i.e. a workshop, CE mentor program, etc.)

By signing this form, you are agreeing to these best practice guidelines.

Signatures *(required)*:

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Sponsoring Faculty Member

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CE Course Designation Approval Committee Chair