**Standard CE Pre-Semester Updates**

We appreciate all the work you do to make these experiential learning opportunities possible. Here are a few standard pieces of info that we share each semester:

* **Financial support:** You’ve gone through a lot of work to receive your CE designation, and so we’d like to honor those efforts! We have funds available for each course to support your community engagement component. If you have items you’d like to purchase using that money (supplies, speaker fees, resources, etc.), please work with us in advance to accommodate your request. Please get all budget items approved prior to spending/purchasing.
* **Transportation options**: We recognize that some of you may still be working on-site with community partners, and thus have questions about transportation.  At this time we are still assessing the feasibility of whether we can utilize the JUMP buses and practice appropriate social distancing.  Please give us grace as we figure this out. Again, since we are encouraging remote service, we hope that the need for transportation will be limited.
* **Risk Management**: You will want to make sure that the appropriate waivers are signed for off-campus engagement of any sort. These waivers can be found utilizing Foxlink and sent to students in advance.  I will send along the detailed directions for waivers as we near the semester.
* **Classroom Presentations about CE Courses:** If you would like, CLCE can send a team member to your course (Virtually or In-Person) to talk about CE Courses, connecting this work to their majors, or facilitating various workshops on various topics around “What is Service,” Civic Engagement, Leadership Development, Rollins Commitment to Service, Social Change/Movements, etc.  Let us know what you would like us to cover and we can come to your course, we have quite a few developed workshops that may deeply support and enhance their CE experience! Please contact me as soon as possible, so we can chat through options.
* **Plan for assessment**: We will continue to gather the information to best assess student learning as it pertains to civic and community engagement. At the end of the semester we **will need 20-30 minutes of class time** to administer our CE Course Survey to your students, so please plan accordingly. A member of the CLCE team will be in attendance to provide students with an online URL (with a paper option) which can be completed in approx. 20-30 minutes. The results from your individual classes will be sent to you after the close of the semester – the survey does go through the IRB process, so you will be able to use this data for any future presentations. The aggregate CE Course data is shared with the administration. We evaluate the survey on an on-going basis, and I am attaching last semester’s tool.  If there are any updates made between now and the start of the semester, I will be sure to send it out.  The current survey includes a question designed to elicit responses about deep student learning within the course. Our hope is that you can prepare students to answer this question thoughtfully before we come to administer the survey. Responses to this question will be evaluated on the attached rubric for civic engagement. That question is as follows: **How has your experience in this course affected your understanding of your role in creating positive social change in your community?** If you can include this question intentionally in final reflections/papers/presentations, we would be able to gauge the information we are hoping to collect. We are consistently soliciting feedback on how to best gather information for this particular piece and the overall CE assessment tool.  We welcome any ideas or suggestions if you feel we can better assess the students by reworking this question or others. Ultimately, we need your help to show student learning and growth in the area of civic engagement!  We are always here to support the development of this work and learning and will check in mid-semester to see how things are going!

**CE Mentoring Program**: For those of you teaching a CE course for the first time or others that may be interested, you have the opportunity to participate in the CE Mentoring Program. We will match you with a CE Faculty Fellow within the next month to give you another resource beyond our office. We’ve asked all mentors to be available for 3 meetings – 1 towards the beginning of the semester/semester before as you work on your course, 1 during the semester as your CE work is more fully developed, and 1 final meeting after your wrap up your course.