

Community Engagement-Service Learning

Office of Community Engagement

Discipline-Based Community Learning Project & Research Grants - \$2,000
Supporting Service Learning Course Projects in the 2014 – 2015 Academic Year
Applications are Due Monday, April, 14, 2014 @ 5:00 p.m.

PURPOSE of FUNDING

The purpose of this grant is to support *one faculty*¹, in implementing a Community Engagement Course Project in the 2014 – 2015 academic year². The project **must** be developed in collaboration with a non-profit community-based organization, provide a meaningful service-learning experience for students, **and** fulfill a need defined by the community organization.

Community service-learning courses are expected to build students' civic responsibility, enhance learning through community engagement, and build the capacity of community-based organizations to meet the needs of residents in the Greater San Fernando Valley. Funded faculty are required to implement and complete the service-learning project during the 2014 – 2015 AY.

Applications:

A completed application consists of the four (4) items listed below. **Incomplete applications will not be reviewed.** Please submit one (1) complete hardcopy original application to the Center for Innovative & Engaged Learning Opportunities (CIELO), Sierra Hall, Room 443 **OR** one (1) electronic copy to Community Engagement (joyce.burstein@csun.edu). If you are unable to deliver the proposal in person, you may fax copies of the Application for Funding (with the appropriate signatures), Narrative, and Proposed Course Syllabi to Joyce Burstein at (818) 677-5935 by the closing date, **Monday, April 14, 2014 at 5:00 p.m.** **Late applications will not be reviewed.**

1. Application for Funding (Page 3):

Complete and submit the Application for Funding and attach it to the proposal narrative as the first page of your application (*Note: This information is separate from the proposal narrative described below; you must complete both sections*).

2. Narrative:

The Narrative must be double-spaced using 12-point font and not exceed three (3) pages in length. Respond to each of the questions listed below. Narratives that do not respond to the individual sections will receive lower rankings.

- a. State your overall goals for including a community service-learning project as an integral aspect of the course. Include specific student learning outcomes that you expect to see enhanced through community service-learning and the type(s) of community impact you expect to achieve through the service-learning project.
- b. Describe the service-learning project; how it involves students in a substantive, ongoing learning activity directly integrated and related to the curriculum, what community need it addresses, and identify the role of the community partner as co-educator for the course.
- c. Describe how you will prepare students for their work in the community, as well as methods for students' systematic and regular reflection, and final reporting on the community service-learning experience.
- d. Describe plans for course assessment and evaluation of student learning and community outcomes.
- e. Describe your personal and professional work with community-based organizations and your personal reasons for incorporating a service-learning component into the course curriculum.
- f. Describe plans for sustaining the service-learning project within your course.
- g. Include a brief summary if you need a student assistant to help with paperwork and logistics.
- h. Include a brief abstract of the project for publicity purposes.

¹ Faculty **MUST** be teaching in the same department.

² Special Pay Authorization Forms are required by the University to process faculty stipends; along with a Pre-Authorization form on file with Faculty Affairs. The CSU limits faculty employment to 125% of a full-time appointment.

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Applications (continued):

3. Proposed Course Syllabi:

Attached proposed syllabus of the course that demonstrates how you intend to integrate community learning into the curriculum.

4. Community Partner Project Agreement Form (Page 4):

Include a letter of agreement from your community partner stating that they understand their responsibilities and their willingness to participate in the course's service-learning objectives.

Additional Grant Requirements:

- Awarded faculty **must** be able to implement a service-learning project into the course in the 2014-2015 AY.
- Applications **must** indicate whether at least **twenty** (20) hours of service will be integrated into the course.
- Awarded faculty **must** attend a Community Engagement session, *Managing Risk in Service Learning*, and adhere to CSU, Northridge's Risk Management protocol.
- Awarded faculty **must** require students to complete and submit all required forms as indicated in the Community Engagement Student Handbook.
- Awarded faculty **must** submit a collaborative final report (if one or more faculty) to the office of Community Engagement by **Friday, May 1, 2015**, inclusive of the following:

Please use the online template: <https://www.surveymonkey.com/s/SLGRANTREPORT>

- A list of community partners selected to work with your class;
- Bibliography of community engagement (service-learning) articles that have been incorporated into the new course syllabus for student reading;
- Listing of student learning objectives achieved through the service-learning project;
- Tools for evaluating student learning outcomes;
- Tools for assessing students' attitudes toward civic engagement and community involvement;
- Tools for assessing the community partners' perceived impact of the students' work with their organization;
- A summary of evaluations and an analysis of how you plan to amend the service-learning assignment to produce better results for all stakeholders;
- A summary of your experience with community learning, including: highlights, challenges, and your reasons for continuing the use of community service-learning as a pedagogical tool.

* Community Engagement will not award future money to faculty who fail to submit a summary report at the end of the grant period.

Conflict of Interest

Partnership with a community organization must not violate University policies regarding conflicts of interest.

For additional civic engagement and community learning resources, please contact the office of Community Engagement at (818) 677-7395.

Awards will be announced on May 2, 2014

The Number of Grants Awarded is Contingent upon Approval of the 2014 - 2015 Budget

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APPLICATION FOR FUNDING

THIS FORM MUST BE COMPLETED AND ATTACHED TO THE FRONT OF EACH PROPOSAL

Colleges: 1) _____
2) _____
Departments: 1) _____
2) _____

Faculty Information:

Name: _____ Title: _____
CSUN ID: _____ CSUN Mail Code: _____ Phone: _____
Email Address: _____
Course Title: _____ Course Number: _____
Signature: _____ Date: _____

Additional Faculty (if more than 2 faculty, please attach their names and information on a separate sheet of paper)

Name: _____ Title: _____
CSUN ID: _____ CSUN Mail Code: _____ Phone: _____
Email Address: _____
Course Title: _____ Course Number: _____
Signature: _____ Date: _____

Budget:

The expectation is that **at least \$500 of the grant award will be used to fund expenses of the community partner** in direct support of the on-site activity and that this expenditure will be confirmed by the community partner in the form of an invoice to be provided to Community Engagement. Funds can be used to purchase materials for the community learning project or course, or to hire a student assistant. **Funds are not available for faculty release time.**

TYPE OF EXPENDITURE	JUSTIFICATION	AMOUNT REQUESTED
Community Partner Stipend	Grant Requirement	\$500.00
Faculty Stipends		
Student Assistant(s)		
Materials & Supplies		
TOTAL EXPENDITURES		\$2,000.00

Department Chairs' Statement of Support:

In signing this document, I support the attached proposal and understand that a community engagement component will be incorporated into the above-referenced course(s). I further agree to support the faculty in disseminating their research to the broader academic community via professional publications and conference opportunities.

1) Department Chair: _____
(Print or Type Name)

Signature: _____ Date: _____

2) Department Chair: _____
(Print or Type Name)

Signature: _____ Date: _____

Deans' Statement of Support:

In signing this document, I support the attached proposal and understand that a community engagement component will be incorporated into the above-referenced course(s). I further agree to support the faculty in disseminating their research to the broader academic community via professional publications and conference opportunities.

1) Dean & College: _____
(Print or Type Name)

Signature: _____ Date: _____

2) Dean & College: _____
(Print or Type Name)

Signature: _____ Date: _____

Submit Proposal by 5:00 p.m., Monday, April 14, 2014 to:
Community Engagement, Center for Innovative & Engaged Learning Opportunities (CIELO)

Community Engagement-Service Learning

Office of Community Engagement

Discipline-Based Community Learning Project & Research Grants

COMMUNITY PARTNER PROJECT AGREEMENT FORM

THIS FORM MUST BE COMPLETED AND ATTACHED TO THE APPLICATION FOR FUNDING

Community Partner Information:

Agency Name: _____

Authorized Personnel: _____ Title: _____

Phone Number: () _____ Email: _____

Signature: _____ Date: _____

Faculty Partner: _____

Statement of Purpose: Community service-learning courses are expected to build students' civic responsibility, enhance learning through community engagement, and build the capacity of community-based organizations to meet the needs of residents in the Greater San Fernando Valley.

Please, briefly, explain the community need that you have identified with your faculty partner and the anticipated outcomes the proposed project will have on your clientele.

Please, briefly, explain how you will assess the impact of the service-learning project on the community served by your agency.

Statement of Support:

In signing this document, I acknowledge that the proposed project will address a need set forth by the community. I further understand, and agree to, fully participate with faculty and students to ensure the success of this collaboration.

Community Agency: _____

Authorized Personnel: _____

(Please Print or Type Name of Authorized Signer)

Title: _____

(Please Print or Type Title of Authorized Signer)

Signature: _____

Date: _____

