**Community Engagement (CENG) Course Designation Request Guidelines**

Faculty who teach a course with a Community Engagement component are encouraged to apply for a course designation. The Community Engagement (CENG) Course Designation will assist students in identifying these courses and provide you with resources and support for preparation and reflection from the Sturzl Center.

To qualify as a Community Engagement Course at St. Norbert College, the course should:

* Enhance academic learning
* Provide meaningful service that meets an identified community need\*
* Encourage students to understand their personal and social responsibilities in the world

\*According to best practices in service-learning pedagogy, service-learning courses most typically work with non-profits. Please note that if the service-learning is performed with a for-profit organization, it must meet an identified community need and should not involve the organization’s profit-making activities. Please feel free to discuss any partnerships with the Academic Service-Learning Director in advance of your application to determine if it would qualify to apply for a CENG designation.

Applying for the Community Engagement (CENG) Course Designation:

1. Complete the Community Engagement Course Designation Request form.

To appear as a CENG designated courses in the timetable, requests for J-Term and Spring 2016 designation should be received by noon on October 12, 2015.

1. The request will be reviewed by the Director of Academic Service-Learning and the Director of the Sturzl Center, together with the Academic Service Learning Advisory Committee. You will be contacted if additional information is needed to review or approve your application.
2. If approved, you and your Department Chair will be notified that your course has been designated. In the event your request is not accepted the Director of Academic Service-Learning will discuss how you might further develop the course to meet the designation requirements.
3. Once the course has been approved for CENG status, subsequent offerings will be indicated through the course submission process through the registrar’s office. Courses will remain designated for as long as the syllabus on file with the Sturzl Center reflects the community engagement component of the course. If the Community Engagement component changes significantly or a different faculty member will be teaching the course a new application for course designation must be submitted.

Please contact the Director of Academic Service-Learning, Deirdre Egan-Ryan at ext. 2927 if you have questions.

**COMMUNITY ENGAGEMENT (CENG) COURSE DESIGNATION REQUEST**

Thank you for your interest in designating your course as a Community Engagement (CENG) Course. Please note that to qualify as a Community Engagement Course at St. Norbert College, the course should:

* Enhance academic learning
* Provide meaningful service that meets an identified community need
* Encourage students to understand their personal and social responsibilities in the world

**Designation requests for J-Term and Spring courses should be received by noon on**

**October 12, 2015.**

# Please Type

**Name:**

**Position:**

**Discipline:**

**Campus Address:**

**Phone:**

**Email:**

**Course Number:**

**Course Title:**

**Name of Community Partner (if known) or steps you have taken to determine who you might partner with):**

**Please Indicate:**

|  |  |
| --- | --- |
|  | The Community Engagement component is required for all students enrolled in the course |
|  | The Community Engagement component is offered as an option for students enrolled in the course |

**Briefly describe the course and how it fulfills the three criteria of a Community Engagement course listed above that demonstrates the community based learning activities and connection to course learning.**

**Attach a course syllabus that reflects the community engagement aspect of the course if developed. If you have not yet developed the syllabus you will be asked to share it prior to teaching the course.**

**Briefly describe the community engagement aspect of the course, for students to view in the timetable. Remember that this is what students could read to decide if they will enroll in your course.**

**Briefly describe how you assessed the community need.**

**Additional Information:**

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**Signature**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date**

Please submit completed requests to the Sturzl Center for Community Service and Learning (TWH M36 or <sturzlcenter@snc.edu>) by noon on October 12, 2015. After review, you will be notified as to the status of your request. In the event your request is not accepted the Director of Academic Service-Learning will discuss how you might further develop the course to meet the designation requirements. We appreciate inclusion of this high impact practice in your course.