

Curricular Community-Engaged Learning Designation Syllabus Review Form

Course (Dept & Number):

Contact Person:

Email:

Date Submitted:

Date Reviewed:

Curricular Community-Engaged Learning Designation <u>Required</u> Syllabus Items		Yes, no additional information necessary	Yes, but requires some clarification and resubmission	No; revision & resubmission of syllabus is needed
1	Contains explicit reference to the course having a Curricular Community-Engaged Learning component			
2	Provides systemwide definition of Curricular Community-Engaged Learning (above)			
3	Indicates use of Campus-wide Community-Engaged Learning outcomes (above)			
4	Indicates that students are required to complete an online orientation via CECconnect.			
5	Indicates that students may be required to complete a final evaluation of a Curricular Community-Engaged Learning site			
6	Indicates that a signed Student Learning Agreement will be completed by students (e.g., on calendar of due dates, in description of the CCEL component, etc.)	Optional for Writing Partners		

Supplemental Instructions for Curricular Community Engaged Learning

Designation Syllabus Review

Instructions to Faculty:

- A. Please include items #1 and #2 below (The definition of Curricular Community-Engaged Learning and the Curricular Community-Engaged Learning Outcomes, in bold below) in your syllabus as part of the requirements to attain the Curricular Community-Engaged Learning Course Designation Approval.
- B. We highly recommend that you also include item #3 (General Policies related to all community engaged learning courses) in your syllabus, though it is not required.

- 1. Curricular Community-Engaged Learning (CCEL) is a course-based community service experience characterized by reciprocal partnerships that enhance student understanding, the outcomes of which benefit the common good.**

CCEL courses require the first two elements of the [CEL Taxonomy](#). CCEL courses may, but are not required to, include one or more additional elements of the CEL Taxonomy. The first two elements are, as follows:

1. Reciprocal partnerships: Reciprocal partnerships and processes shape the community activities and course design to enhance student understanding of the importance of community learning.
 2. Benefit to the common good: Student community involvement has a specific benefit to the material, cultural or institutional interests that members of society have in common. This specific benefit to the common good is intentional, planned for, communicated and assessed with the community partners in mind.
2. The two elements above correspond to the following course outcomes or learning objectives.

Students who apply themselves fully to the Curricular Community-Engaged Learning component of this course should:

- **Develop an appreciation of the importance of community partnerships and community learning that enhance student understanding.**
- **Participate in a community-engaged experience that provides a specific benefit to the common good.**

3. General Policies related to Service Learning (Highly recommended for inclusion in the syllabus):

At Sacramento State, Service Learning and other community engaged activities are supported by the Community Engagement Center (CEC). We will be talking more about Curricular Community-Engaged Learning in class and you will be required to complete some online paperwork to ensure that you are covered by SAFECLIP, a general and professional liability for students enrolled in Curricular Community-Engaged Learning courses for which they receive academic credit. Once it has been decided where students will do their Curricular Community-Engaged Learning, I will

“place” you at the site through the CECconnect website (found in a link at www.csus.edu/cec) and then you will log-in with your Sac Link ID and:

- **Review and sign off on a Code of Conduct;**
- **Review and sign off of “Informed Consent, Agreement, Release, Waiver of Liability and Assumption of Risk” form;**

And for all courses other than Writing Partners courses:

- Download and complete a Student Learning Agreement;
- Print out an Emergency Contact Form to be given to your community partner;
- Keep track of your time on an electronic time log during the semester. You’ll submit that time log electronically to your site supervisor for an e-signature at the end of the semester and submit through CECconnect.