

Community-Engaged Research/Creative Activities (CERCA)

Course Designation Guidelines and Process

- 1) Steps to get CERCA designation
 - a. Syllabus (see sample syllabus language document)
 - i. Statement indicating it is a CERCA course
 - ii. Definition of CERCA boilerplate
 - iii. CERCA specific learning outcomes boilerplate
 - iv. Course-specific career-readiness skills (optional)
 - v. Course-specific student responsibilities
 - vi. Community partner requirements
 - vii. Sac State CERCA requirements boilerplate (including CalState S4/CEC Connect orientation, hours tracking, and end-of-semester questionnaire)
 - b. 1-page reflective statement on how your course CERCA project is aligned with CERCA principles
- 2) Get CERCA designation by submitting the syllabus and 1-pager to the CEC (ellison@csus.edu or Samantha.blackburn@csus.edu)
- 3) CEC will contact you and your department with designation news and related course attribute guidance for your scheduler. Communicate this information to your scheduler.
- 4) Build your Canvas site! Feel free to reach out if you have questions. We recommend that you include:
 - a. Any initial requirements (e.g., CalState S4/CEC Connect orientation, Live Scan clearance, CITI training, etc.) as graded assignments at the start of the semester
 - b. An assignment to track hours on CalState S4/CEC Connect
 - c. An assignment at the end of the semester for students to get credit for completing the evaluation questionnaire of your partner site and experience, to be sent by the CEC
- 5) Celebrate!