

How the CLS & Dean's office can help

Julie Lascol, Associate Director of Community-engaged Learning
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- Help you identify community partners relevant to your interests
- Help you explore how to add a community engagement aspect to a course
- Help you navigate funding resources
- Help you identify the capacity of local organizations
- Liaise with partner organizations
- Organize transportation and logistics
- Provide assessment and project management tools/resources

Cynthia Hansen, Associate Dean of the College
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- Advise and facilitate scheduling and housing arrangements for out of town guests
- Help you navigate funding resources
- Liaise with academic offices on campus
- Get the word out about your community-based course

Susan Sanning, Associate Dean and Director of Service and Social Innovation
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EXPLORE

3 months to 1 year in advance

Potential community-based learning opportunities: modalities, learning goals & potential partners

Explore the purpose of adding a community component: What depth or dimension could a partnership bring?

Explore what kinds of partnerships would be beneficial: community speakers, projects, field trips, observation, etc.

Identify key constituents with whom to talk about resources (Assoc. Deans and Assoc. Dir. could be key resources)

Sketch our potential learning goals, course structure and seek informal approval from dept.

DESIGN

3 months to 1 year in advance

Course structure, community partner experience & expectations, funding

Identify any needed funding sources (Assoc. Deans and Assoc. Dir. can help)

Outline course structure or possible syllabus

Submit new course/course change paperwork if necessary

Confirm community partners and clarify partnership expectations logistics (Assoc. Dir. can help)

FORMALIZE

No later than 1 month prior to start of course

Expectations, timeline & logistics

Formalize partnership expectations through an MOU (Assoc. Dir. can help)

Finalize funding sources and accounting responsibilities (Assoc. Deans and Assoc. Dir. can help)

Finalize logistics (Assoc. Dir can help)

Continue to edit syllabus, as needed

IMPLEMENT

Semester of course

Community-based learning course's experience(s)

Teach course and implement community-based learning experience (Assoc. Dir. can help coordinate partnership & logistics)

ASSESS TRANSITION SUSTAIN

End of course

Provide resources for student & partner reflection/feedback; plan for any needed changes or curricular/co-curricular needs related to transitions and/or sustainability of project

Provide avenue for reflection, feedback and assessment (Assoc. Dir. can assist with evaluation tools)

Create plan to transition project to another semester, sustain the current project and/or make appropriate changes (Assoc. Deans and Assoc. Dir. can help)

1.

2.

3.

4.

C-EL Course Development Guide