

Graduation Term Spring 2019

## **Eligible Coursework**

Enter experiential learning courses that qualify you for the Community Engagement Medal. You can qualify by meeting all three criteria below:

- 1. Complete **at least 2 allowed experiential learning courses** (see list of allowed and disallowed courses here). Courses must have a minimum requirement of 20 hours to be eligible. Click "Add" if you did more than two experiential learning courses.
- 2. Hours for all experiences submitted must have been **UNPAID** ("Unpaid" is defined as below prevailing state-applicable minimum wage).
- 3. Demonstrate how you have gone above and beyond the experiential learning requirements for your degree **by meeting one of the following criteria** (select one):

Criteria 3 Qualification: You completed a minimum of 30 hours in excess of those required in one or across all courses entered. Total for "Actual Hours Completed" should exceed total for "Course Minimum Hours Required" by at least 30.

Eligible Coursework

Course Title (eg. CAS 494)	Semester	Year	Course Minimum Hours Required	Actual Hours Completed	Site Name	Was this position paid?
CAS 394	Fall	2018	60	74.5	Valencia Park Elementary	No
CAS 474	Spring	2019	60	75.5	Valencia Park Elementary	No

Hours Completed Yes

File Upload: Proof of Hours My Audit -

File Upload: TDA

Sample Documents:

**Proof of Hours Timesheet** 

Hours in Process Supervisor Letter
All necessary Application Check-list items (below) must be received by the Center for Internships & Community Engagement (CICE) no later than <b>5pm on Friday, March</b> WILL NOT be accepted.

Proof of Hours Letter