



COMMUNITY ENGAGEMENT MEDAL APPLICATION INSTRUCTIONS

The **Community Engagement Medal** recognizes and honors graduating seniors or master's students who went above and beyond what is required for their major at their academic internship or service-learning sites. These students will be honored with a Community Engagement Medal, which is to be worn as regalia at commencement.

PLEASE READ THESE INSTRUCTIONS PRIOR TO COMPLETING THE MEDAL APPLICATION

REQUIRED DOCUMENTS

Applicants must submit the following documents to be eligible for the Community Engagement Medal:

1. **Community Engagement Medal Application Form** – All sections of this form must be completed. Applicants must specify which options under Requirement A and B they intend to qualify.
2. **Titan Degree Audit (TDA)** – Students **MUST** submit a TDA with the application and highlight the academic internship/service-learning courses they are submitting for consideration.
3. **Verification Letter (Proof of Hours)** – If students are currently In-Progress (IP) and/or applying for Requirement B-Option 2, a signed statement from the intern's direct supervisor confirming the student's total completed or planned internship/service-learning hours on the organization's official letterhead must be submitted.

PROOF OF HOURS

Applicants must submit timesheets signed by a site supervisor and documenting completed academic internship or service-learning hours if qualifying under Requirement B-Option 2 (see Eligibility below). These timesheets are typically turned-in to course instructors at the end of the semester. Students should always keep a copy for their records. Hours submitted for medal qualification must have occurred during (not prior to or after) the semester enrolled for the respective internship or service-learning course.

For In-Progress (spring semester) courses: Applicants must submit a letter signed by the site supervisor on organization letterhead confirming that the applicant has completed or is on track to complete their total service/internship hours by the end of the semester. *Please mark "IP" in Section II of the Community Engagement Medal Application Form for hours completed.*

Site supervisors cannot submit proof of hours to CICE directly. Proof of hours must be submitted as part of the student's application packet.

ELIGIBILITY

To be eligible for the Community Engagement Medal, all approved courses must have been taken while enrolled in a CSUF degree program. Students cannot combine courses from undergraduate and graduate degrees. All courses must have been taken at CSUF. All service/internship hours submitted for consideration must have been associated with an approved CSUF academic internship or service-learning course. For more information on course eligibility, please see the List of Approved Courses.

Criteria for eligibility includes the following:

1. A minimum of **2 completed**, eligible academic internship and/or service-learning courses while enrolled at CSUF.
2. **Requirement A:** Completed an eligible academic internship course (option 1) or an eligible service-learning course with a minimum of 20 hours (option 2).
3. **Requirement B:** Satisfy one of the options below:
 - a. *Option 1:* Complete an additional, non-required, 3-unit academic internship course. *For academic internship courses not required for degree conferral.*
 - b. *Option 2:* Complete an extra 30 or more hours in an eligible academic internship or service-learning course. *For academic internship or service-learning courses required for degree conferral.*
 - c. *Option 3:* Completed at least 30 hours of service in one or more service-learning course(s) that count as an elective or to fulfill GE requirements. *For service-learning courses not required for degree conferral.*

As long as eligibility criteria are met, students graduating in **Fall 2017, Winter 2018, or Spring 2018** may be considered for the engagement medal. **Summer 2018** graduates may be eligible only under circumstances wherein an eligible academic internship or service-learning course is required for Summer graduation.

NOTE: Paid academic internships will not be eligible to qualify for the medal under Requirement B-Option 2 beginning with the Spring 2019 application year.

APPLICATION DEADLINE

Applications are due **NO LATER** than 5:00 p.m. on **Friday, March 23, 2018.**

LATE APPLICATIONS WILL NOT BE ACCEPTED. Incomplete applications will be rejected.

HOW TO SUBMIT THE APPLICATION

Applicants should download a blank application, fill out the form, then either print or email materials using one of the following methods:

1. In person: **CICE Office** (LH-206) Monday - Friday 8:00 a.m. - 5:00 p.m.
2. Email: cice@fullerton.edu. Attach all required documentation in a single email.
3. Fax: (657) 278-1217. PLEASE CALL (657) 278-3746 to confirm that fax with all attachments was received.

Check out fullerton.edu/CICE/awards/ for additional reference materials and sample documentation.

MEDALS AWARDED

Medals will be conferred to eligible recipients at the Community Engagement Awards ceremony on **April 17, 2018.** Students will be notified by email in April 2018 if their application has been approved, and the recipient must then RSVP to attend the ceremony, with or without guests. The event is scheduled from 4:00pm to 6:00p.m. in the TSU. Medals are conferred during the second hour of the ceremonies.

If students are unable to attend the ceremony, medals may be picked up in the CICE office in LH-206 beginning April 18. All recipients must provide a valid form of ID. Students may designate someone to pick up their medal as long as they notify CICE by email ahead of time with the name of the designated person.



COMMUNITY ENGAGEMENT MEDAL APPLICATION FORM

Eligible candidates must submit all application materials before the submission deadline and demonstrate completion of all medal requirements prior to the end of the Spring 2018 term. For full eligibility requirements, all applicants should review the application FAQs and list of eligible courses thoroughly before completing the application form.

SECTION I. PERSONAL INFORMATION

Full Name:	CWID:	Major:
Phone #:	Email:	Grad Date:

SECTION II. ELIGIBLE COURSEWORK

Item #	Course Title (i.e. CAS 494, HESC 494)	Semester/Year (i.e. Fall 2017)	Total Hours/Course		Site Name
			Required	Completed/ In Progress	
1					
2					
3					

SECTION III. QUALIFYING SERVICE

Write the **Item #s** from Section II into the corresponding boxes below to indicate which of your listed courses fulfills the medal requirements. You must select and fulfill at least **ONE** option from **Requirements A AND B** below.

Requirement A.				
Item #	Option 1. Academic Internship	OR	Item #	Option 2. Service-Learning
	Completed an eligible academic internship, fieldwork, or practicum course at an approved site.			Completed an eligible service-learning course that requires a minimum of 20-hours of service at an approved site.

Requirement B.	
Item #	Option 1. Elective Academic Internship: Completed one non-required, 3-unit academic internship course at an approved internship site. <i>No Verification Letter Required.</i>
Item #	Option 2. Extra 30+ hours: Exceeded the hours required for one or more academic internship or service-learning course(s) by 30 additional hours. Hours must be accrued during the semester enrolled in an eligible academic internship or service-learning course. NOTE: Paid positions will not be eligible for this option starting the Spring 2019 application year.
Item #	Option 3. Elective service-learning: Completed at least 30 hours of service in a service-learning course that count as an elective or to fulfill GE requirements.

SECTION IV. SUBMISSION

All necessary **Application Check-list items** (below) must be received by the Center for Internships & Community Engagement (CICE) no later than **5pm on Friday, March 23, 2018**. **Late or incomplete applications WILL NOT be accepted.**

Application Check-List	Submission Methods
<input type="checkbox"/> Completed Medal Application (<i>this form</i>) <input type="checkbox"/> Titan Degree Audit (<i>with name, CWID, and highlighted internship/service courses</i>) <input type="checkbox"/> Verification Letter (<i>see Proof of Hours FAQ</i>)	Office: LH-206, M-F 8am-5pm Email: cice@fullerton.edu Fax: (65o7) 278-1217