



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.

Before applying, please note the following:

1. Your hours must have been unpaid
2. You must have completed (and list on your application) a minimum of 2 qualifying experiential learning courses

Application Requirements

Applicants must submit an online application at <https://app.calstates4.com/fullerton/ce-medal-2019> demonstrating that they are eligible for the Community Engagement Medal. As the application is completed, applicants will be prompted to upload one or more of the following documents:

1. **Titan Degree Audit (TDA)** – You **MUST** submit a TDA with the application showing the academic internship/service-learning courses they are submitting for consideration.
2. **Hours in Process Supervisor Letter** – If your class/hours are currently In-Progress (IP) a signed statement letter from the student's internship or service-learning supervisor confirming the student's total completed or planned internship/service-learning hours on the organization's official letterhead.
3. **Time Sheets** - Applicants must submit timesheets signed by a site supervisor and documenting completed academic internship or service-learning hours. 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. 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. Courses must have a minimum requirement of 20 hours.
2. All internship or service-learning hours must be unpaid
3. 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.*

As long as eligibility criteria are met, students graduating in **Fall 2018, Winter 2019, or Spring 2019** may be considered for the engagement medal. **Summer 2019** 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.

APPLICATION DEADLINE

Applications are due **NO LATER** than 5:00 p.m. on **Friday, March 22, 2019.**

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

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, 2019.** Students will be notified by email in April 2019 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.