



COMMUNITY ENGAGEMENT MEDAL FREQUENTLY ASKED QUESTIONS

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. You must be a graduating student
2. Your hours must have been unpaid. This includes Federal Work Study which are considered paid.
3. You must have completed a minimum of 2 qualifying experiential learning courses

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 Unacceptable Courses](#).

Criteria for eligibility includes the following:

1. Complete at least 2 allowed experiential learning courses (see list of unacceptable 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:
 - a. *You were not required to complete one or more of the courses to graduate. Note: This will be confirmed by the CICE office.*
 - b. *You were required to complete all of the classes and completed a minimum of 30 hours in excess of those required in one or across all courses entered.*

TIMING

When eligibility criteria is completed impacts when a graduating student may receive the Community Engagement Medal.

Criteria completed prior to or during Spring 2020

Graduating students may receive the medal prior to 2020 Commencement.

Criteria completed during Summer 2020

Graduating students may be eligible to receive the medal prior to 2020 Commencement if the following conditions are met:

1. "Above and Beyond" criteria (completion of an accepted, non-required course -OR- required course with an additional 30 hours of service for that course) prior to the conclusion of Spring 2020 and;
2. The remaining academic internship or service-learning course to meet eligibility criteria is required for graduation.

Summer 2020 graduates that have not met these conditions may apply after they have completed eligibility criteria but cannot receive the medal prior to 2020 Commencement.

Criteria completed Fall 2020 or Beyond

Graduating students should consider the 2021 Community Engagement Medal application. Contact CICE if you have additional considerations.

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 you are submitting for consideration.
- 2. Hours in Process Supervisor Letter** – If your class/hours are currently In-Progress (IP) you must obtain and submit a statement letter, on the organization’s official letterhead, signed by your internship or service-learning site supervisor confirming your total completed and planned internship/service-learning hours.
- 3. Time Sheets** - Applicants must submit timesheets signed by a site supervisor that documents 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. Site supervisors cannot submit proof of hours to CICE directly. Proof of hours must be submitted as part of the student’s application packet.

APPLICATION DEADLINE

Applications are due **NO LATER** than 5:00 p.m. on **Friday, March 27, 2020**.

LATE APPLICATIONS WILL NOT BE ACCEPTED. Incomplete applications will be rejected. No exceptions will be made.

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 **May 4, 2020**. Students will be notified by email in April 2020 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 May 5, 2020. 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. Designated person must show ID.