

1) save blank form to your computer, 2) fill out form and save to your computer, 3) print or email



APPLICATION FORM

Community Engagement Medal

to be worn with cap and gown at Commencement

This medal recognizes and honors graduating seniors or master's students who went above and beyond what is required for their major by pursuing community engagement opportunities during their academic studies at CSUF **through academic internships and service-learning coursework**. Students must be able to demonstrate that they have met (or are on track to complete) the criteria stated below **by the end of the Spring 2017 semester**, and **provide a copy of their TDA and proof of hours**. Hours must be completed during enrolled semester dates (not during breaks). Students cannot combine courses from undergraduate and graduate degrees. All courses must have been taken at CSUF. Medals will be presented at the Community Engagement Awards ceremony in April 2017. Submission of this nomination form implies consent to the candidate's and nominator's name being printed in Community Engagement Award program materials and websites. More information: fullerton.edu/CICE/awards/

Name CWID Major
 Phone Number Email Grad Date

Course Number	Course Title <i>(minimum 2 courses)</i>	Sem / Year	Total Hours per course		Organization where Academic Internship or Service-Learning was Completed
			Required	Completed	
#1					
#2					
#3					

continue on reverse if necessary

Place the course number from the above chart into the appropriate box below to show how you fulfilled the requirements listed. **You must fulfill at least one requirement from Section A AND one from Section B.** You must list at least two courses.

Section A *Select one option. Write in the corresponding course number from the grid above*

Option 1 Completed one 3-unit academic internship / fieldwork / practicum course that requires a minimum of 120 hours of service at a placement site.	OR	Option 2 Completed one 3-unit service-learning course that requires a minimum of 20 hours of service at a placement site.
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hours and courses from Section A cannot be applied to Section B

Section B *Write in the corresponding course number from the grid above.*

Elective academic internship course Completed one non-required academic internship course that included at least 120 hours of service at an internship site as an elective .	OR	Extra 30+ hours Exceeded the hours required for an academic internship (min 3 units) or service-learning course. Hours must be during semester enrolled.	OR	Elective service-learning 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.
Elective units fulfill <i>graduation</i> requirements; they do not fulfill <i>major</i> requirements. GE courses that fulfill this criteria <i>do not</i> also fulfill major requirements				

Application Form Submission and Award Notification: All medal application forms must be received by the Center for Internships & Community Engagement by 5pm on **Friday, March 24, 2017**. **Late / incomplete applications will NOT be accepted; no exceptions.** If you are verified to be a medal recipient, you will be notified of your award status via email. Make sure to submit all of the following:

- Completed application form
- Proof of hours for courses in progress or 30 extra hours (signed timesheets, or letter from site supervisor)
- TDA > on your TDA, highlight the courses you've listed above

Where do I turn in the application and attachments? (incomplete applications will be rejected)

In person: CICE office (LH206) Monday - Friday 8:00 a.m. - 5:00 p.m.
 Email: cice@fullerton.edu Fax: (657) 278-1217 >> CALL (657) 278-3746 to confirm that fax with all attachments was received
 Mail: P.O. Box 6830 Fullerton CA 92834-6830
 See next page for Frequently Asked Questions.



FREQUENTLY ASKED QUESTIONS Community Engagement Medal

What documentation do you accept as "proof of hours"?

- Timesheet(s) documenting completed hours, signed by site internship supervisor (these are the sheets that typically are turned in to course instructors; you should keep a copy). Hours must occur during the semester enrolled (not during breaks).
- Letter on agency letterhead signed by internship supervisor stating intern has completed or is on track to complete reported hours by the end of the semester.

Do I need to be graduating to qualify for the medal?

- As long as eligibility criteria are met, students graduating in **Fall 2016**, or **Intersession or Spring 2017** may be considered. Summer graduates are eligible to apply in the following year (e.g., Summer 2017 graduates eligible in Spring 2018).

I satisfied some of the requirements at another college. Do those count?

- No. To be eligible, courses must have been taken at CSUF and service must have been associated with CSUF coursework.

How do I get my medal?

- Medals will be conferred to eligible recipients at the Community Engagement Awards ceremony on April 19, 2017. Students will be notified by email in April and must RSVP to attend the ceremony with or without guests. The event takes place from 4:00 to 6:00 p.m. Medals are conferred during the second hour of the ceremonies.

When do I submit my application?

- Applications are due **NO LATER** than 5:00 p.m. on Friday, March 24, 2017.

Where do I turn in the application and attachments? (incomplete applications will be rejected)

- In person: CICE office (LH206) Monday - Friday 8:00 a.m. - 5:00 p.m.
- Email: cice@fullerton.edu
- Fax: (657) 278-1217 >> CALL (657) 278-3746 to confirm that fax with all attachments was received

May I turn in part of the application, and bring in other documents later?

- No. Applications must be complete when submitted. Incomplete applications will be rejected.

Can my supervisor submit my proof of hours to CICE directly?

- No. Proof of hours must be submitted as part of your application packet.

I will graduate in December 2016. Am I eligible to apply?

- Yes. Medals are only conferred at the awards ceremony in April; or, may be picked up in the CICE office in LH 206 beginning April 20.

What do I do with the medal?

- The medal is worn with other regalia at Commencement ceremonies.

How will I know if my medal application was approved?

- Students will be notified by email in April.

How do I RSVP for the Community Engagement Awards?

- Medal recipients will RSVP via the email that will be sent with the medal notification.

If I cannot attend the Community Engagement Awards, can I still get the medal?

- Yes. Medals may be picked up in the CICE office in LH 206 beginning April 20. Bring a form of ID.

Can someone else pick up my medal for me?

- Yes, as long as you notify CICE by email ahead of time with the name of the person you'll send in.

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