

**2019 SERVICE-LEARNING GRANTS
FOR CAL STATE FULLERTON FACULTY & INSTRUCTORS**

Funding is provided through the Center for Internships & Community Engagement; the CSU Chancellor's Office *Call to Service Initiative*; and the Student Success Initiative.



Proposals accepted on a rolling basis until funds depleted. Apply early!

For activity taking place between August 20, 2018– December 15, 2019

APPLICATION

See pages 1-2 for criteria and guidelines for each grant category.

CSUF FACULTY APPLICANT		Email:	
Name:		Campus office address:	
Rank:		Campus phone:	
Professor Associate Professor		Other phone:	
Assistant Professor Lecturer		department:	
Dept budget officer:	Name:	Email:	Ext:
COMMUNITY PARTNER		Student participants / co-researchers? Indicate role(s), number, and how selected:	
org:			
contact person:			
contact title/role:			
When do/will you teach the course referenced in your proposal?		First Semester offered as SL:	
Fall	Spring Summer Intersession		
Service-learning professional development: which have you completed/attended?			
"Integrating Service-Learning" FDC workshop (<i>must be completed within 1 year of grant award</i>)			
Continuums of Service Conference (Campus Compact)			

GRANT CATEGORY (<i>see category descriptions, award amounts, and criteria below</i>)	
Add Service-Learning to a Course	<u>TRAVEL</u> for service-learning / academic internship courses
Service-Learning Partnership (Project)	faculty: for advance prep of an SL/AI course
Assessment/Scholarship of SL	student: for cohorts of students enrolled in an SL/AI course
	conference: for faculty/students to an SL/AI conference
ADD SERVICE-LEARNING TO A COURSE (<i>maximum one award per faculty member/ course</i>)	
<i>up to \$ 3,000 funded by the CSU Chancellor's Office Call to Service Initiative, or CSUF Student Success Initiative</i>	
A faculty member, lecturer or instructor will modify the curriculum of an established course or create a new course to include a required service-learning component. Service-learning allows students an alternative mode for exploring the course topic by providing 20 to 40 hours of service that meets an identified community need, combined with reflective exercises to connect the service and need to the learning objectives for the course.	
Criteria (<i>see Note on SL Course Proposals below</i>)	
<ul style="list-style-type: none"> <u>Quality</u>: degree to which service is integrated into the course as "text" and not as extra credit or a side project. <u>Innovation and Replicability</u>: extent to which the curriculum design advances knowledge of how service can be integrated into a course, and has one or more replicable components. <u>Sustainability</u>: intention that future offerings of the course will integrate the service-learning component(s). 	
TRAVEL FOR U.S./INTERNATIONAL SERVICE-LEARNING OR ACADEMIC INTERNSHIPS	
<i>funded by the CSUF Student Success Initiative</i>	<i>continued next page</i>

Support for faculty travel to establish SL/AI partnerships, and/or to provide partial support for student travel costs to participate in U.S. or international SL/AI courses. **Faculty** advance travel/prep: up to 80% of state-allowed expenses (max \$2,000; max one award per faculty). **Student** travel: up to/not more than 50% of per-student state - allowed travel costs (max \$500 per student; faculty travel expenses NOT eligible; must be included in per-student costs). ONLY students enrolled in the course that includes the travel are eligible for support.

Criteria (see Note on SL Course Proposals below)

- SSI objective: extent to which course addresses CICE's goal to "increase the number of opportunities for students to participate in service-learning and/or academic internship courses.
- Quality: degree to which travel experience is integrated into an SL/AI course (see UPS 411.600 and 411.601).
- Innovation and Replicability: service activity meets **identified needs** in the destination community and SL/AI syllabus is a model for student success.
- Sustainability: intention that future offerings of the course will integrate the service component(s).

SERVICE-LEARNING / ACADEMIC INTERNSHIP CONFERENCE TRAVEL

up to \$1,000 funded by the CSU Chancellor's Office Call to Service Initiative

Support for a member of the permanent faculty (with or without student co-presenters) who will participate in a professional, academic, or service-learning conference to present a paper or attend a session(s) specifically about service-learning or academic internships. Evidence of attendance or presentation at service-related session(s) required for reimbursement.

Faculty: up to \$500 toward registration or state-allowed travel. Students: up to \$1,000 per student toward registration or state-allowed travel (maximum 5 students); students must be listed as co-presenters and travel with co-presenting faculty member.

Criteria

- Quality: degree to which course-related service is evidenced in the conference theme and/or session(s).
- Innovation and Replicability: participation in the conference advances the faculty member's knowledge of or preparation for integrating service into the curriculum.
- Sustainability: plan for sharing conference presentation / proceedings with colleagues.

SERVICE-LEARNING PARTNERSHIP (PROJECT)

up to \$ 3,000 funded by the CSU Chancellor's Office Call to Service Initiative, or CSUF Student Success Initiative

Faculty will strengthen a partnership between the University and the community through a collaboratively-conceived, course-related service-learning project that targets an unmet community need. Must result in an implemented project within the one-year grant period.

Criteria (see Note on SL Course Proposals below)

- Partnership: extent to which the project reflects and strengthens a partnership with a community organization; manner in which funds and effort are distributed between faculty and community partner.
- Quality: degree to which service is integrated into the course as "text" and not as extra credit or side project.
- Innovation and Replicability: extent to which the curriculum design advances knowledge of how service can be integrated into a course, and has one or more replicable components.
- Sustainability: intention that future offerings of the course will integrate the service-learning component(s).

ASSESSMENT / SCHOLARSHIP OF SERVICE-LEARNING

up to \$2,000 funded by the CSU Chancellor's Office Call to Service Initiative

Supports research or scholarship about service-learning. Funds for an assessment project about the impact of a CSUF service-learning course, or development of a manuscript for a peer-reviewed scholarly journal or book chapter about service-learning pedagogy or results. Assessment project or manuscript must be complete by the end of the grant period (December 15, 2018).

Criteria

- Quality: degree to which assessment will document client or student outcomes resulting from course-related service and broaden CSUF/CICE documentation of HIP outcomes and impact of service-learning.
- Replicability: assessment design and results can inform design and implementation of course-related service; and/or assessment design can be replicated by other service-learning faculty.
- Sustainability: plan for sharing assessment results / methods with colleagues.

OTHER

Proposals consistent with the objectives outlined in this RFP also accepted.

Service-learning grant funds may be used to support the following categories of expenses (varies by grant category).

- All disbursements must comply with established campus policies for purchasing, procurement, reimbursement, travel authorization and claims, and tax reporting/withholding. **Do not proceed with purchases prior to consulting with CICE** (failure may result in our inability to complete grant funding transactions). **Grantees must submit check requests or invoices for disbursement of funds through State accounts for expenses as outlined in original proposals.** Disbursements are subject to CSUF prevailing policies and procedures. Upon notification of award, service-learning grant recipients and their department budget officer must attend a CICE contract meeting where disbursement procedures will be explained and agreements will be completed. **Funds released upon completion/receipt of deliverables unless otherwise specified in contract.**

BUDGET <i>Please indicate how you would like grant funds to be awarded. (You may submit a change of budget request for approval if necessary once the project is underway.)</i>	amount requested from CICE	amount from other sources (anticipated or secured)	Project total
Faculty Special Consultant Pay <i>(will be processed on receipt of completed report)</i>			
Partner services <i>(must submit vendor data record and invoice to CICE)</i>			
CONFERENCE TRAVEL Name of conference: Title of your presentation: city/state: _____ dates: _____			
FACULTY ADVANCE TRAVEL List course and semester: destination(s): _____ dates: _____			
STUDENT TRAVEL List course and semester: destination(s): _____ # student travelers: total expense per student: _____ student's share of costs: _____			
Supplies & materials			
Livescans (\$27 per student)			
Other:			
TOTAL			

NARRATIVE AND ATTACHMENTS

I. Syllabus

If this request is for a course-related grant, attach the syllabus for the course(s). Draft syllabus acceptable if proposal is to modify an existing course.

II. Project Narrative

In a narrative of no more than three pages, explain how you propose to respond to the deliverables (see next bullet), grant criteria (see grant categories, above), and UPS course guidelines relevant to your project/proposal. Explain the anticipated **learning outcomes**, **student activities**, how **student reflections** will be integrated into assignment(s), number of **service hours** required, **community partners/placements**, **benefits** to the partners/audiences being served, and 6 elements of a HIP. ** Please refer to HIP6 fullerton.edu/cice/faculty/hip6.php and UPS 411.600, Policy on Service-Learning fullerton.edu/senate/publications_policies_resolutions/ups/UPS%20400/UPS%20411.600.pdf

III. Deliverables

ALL grant categories

- By 12/15/18 complete "Service-Learning 101" FDC workshop (if not already completed).
- Upon notification of award and before the project begins, grant recipients and their department budget officer must attend a CICE contract meeting where disbursement procedures will be explained and agreements will be completed.
- By 12/15/18, make at least two presentations to faculty colleagues about your grant-funded service-learning teaching experience, research findings, and/or impacts on yourself, students, community partners, and implications for practice.
- Participate in at least one CICE service-learning brown bag event during the grant year.
- **Final report addressing / documenting deliverables due to CICE no later than December 15, 2018.**

Course-Related Grants (IN ADDITION to the above)

- The semester before the course will be taught, consult with CICE on course design, compliance with [UPS 411.600 guidelines](http://fullerton.edu/cice/faculty/hip6.php), partner/site development, risk management, and/or other particulars of accomplishing your project as needed.
- HIPs Assessment: complete orientation and satisfy all components of assessment process (register course in Qualtrix; student pre- and post-tests of a HIP learning outcome; and end of semester student perception survey).
- The first week of semester the SL course will be taught, submit final syllabus.
- Ensure students complete CICE registration. Collect and report participation data to CICE by the end of the semester (number of students enrolled in the service-learning course; number of service hours completed).
- For international travel projects, submit photographs, student reflections, and/or other illustrations of students' service and interactions with the communities being served for possible publication.
- Provide opportunities for participants to share their service-learning experiences with other students.

HOW TO SUBMIT

Submit complete application with attachments (application form page 1, budget form page 3, signature(s) page 4, syllabus and/or narrative) to Robert Pierce rpierce@fullerton.edu

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If CICE recommends this proposal for funding, the applicant will be asked to provide evidence of department chair's support for the application, budget and proposal.

APPLICANT (*sign on submission of application*)

DEPARTMENT CHAIR (*if CICE recommends for funding*)

(Applicant Signature)

Department Chair (Signature)

(Date)

(Date)