

SERVICE-LEARNING CONFERENCE TRAVEL GRANT

CENTER FOR INTERNSHIPS & COMMUNITY ENGAGEMENT

SERVICE-LEARNING GRANTS

REQUEST FOR APPLICATIONS

Purpose

To provide support for a faculty member or lecturer who will attend a professional, academic, or service-learning conference to gain additional knowledge of service-learning pedagogy and/or to present (with or without student co-presenters) about service-learning scholarship or practice.

Grants are awarded through the Center for Internships & Community Engagement and funded by the CSU Chancellor's Office Call to Service Initiative and/or the Student Success Initiative.

Eligibility

Open to current CSUF faculty members and lecturers. Proposals accepted on a rolling basis until funds are depleted.

Amount and Disbursement of Award

Faculty members may receive up to \$500 toward service-learning related conference registration or state-allowed travel. Student co-presenters may receive up to \$1,000 per student toward conference registration or state-allowed travel (maximum 5 students); students must be listed as co-presenters and travel with co-presenting faculty member. **Maximum one award per faculty member/conference.**

All travel must be conducted in compliance with University policy and procedure regarding faculty and student travel. Grantee faculty member's department must complete all travel paperwork and be willing to initially cover travel costs. CICE will reimburse grantee faculty member's department in the amount authorized for the grant. This funding arrangement must be coordinated with the grantee faculty member's department travel coordinator and receive the support of the relevant department chair prior to the award being made. CICE will not directly fund travel, only through reimbursement to a faculty member's academic department.

Disbursements are subject to CSUF prevailing policies and procedures and may be subject to change.

Evaluation Criteria

Applications shall be evaluated taking into consideration some or all of the following:

- **Relevance:** degree to which service-learning pedagogy is evidenced in the conference theme and/or your presentation proposal.
- **Utility:** degree to which participation in the conference advances knowledge of service-learning pedagogy of yourself or others.
- **Leadership:** degree to which the proposal represents an opportunity to provide leadership in the field of service-learning, particularly as it relates to student participants.

Deliverables

Grantees will be required to:

- Attend a "Service-Learning Fundamentals" FDC workshop (if not already completed). Recommended prior to application.
- Meet with CICE representatives to discuss particulars of your presentation and/or travel arrangements as needed both prior to grant award and during award period.
- Secure department chair's support/signature and fiscal approval for travel.
- Facilitate communication between faculty member's department personnel involved in authorizing and process travel and CICE staff as needed.
- Coordinate all travel arrangements and secure all necessary authorizations through faculty members department.
- Conduct all travel in line with CSUF travel policy and procedure.
- If applicable and willing, submit a copy of the presentation materials and conference program (with your scheduled session) to CICE by the end of the grant period. Allow CICE to share these materials with other faculty and students.
- Make one presentation, at CICEs request, to faculty colleagues, students, staff, and/or administrators as appropriate of your session material (if applicable).

Application

To apply for this grant please complete the grant application online at:

<http://app.calstates4.com/fullerton/faculty-service-learning-grant-application-form>

Recommendation

We recommend that faculty new to service-learning read the faculty guide, [Service Learning at CSUF](#), prior to applying for a service-learning grant. The document contains a wealth of information about service-learning tenets and principles in addition to practical resources to help you understand and practice service-learning pedagogy.

Additionally, CICE offers complimentary hard copies of *Service-Learning Essentials* (Jacoby, 2015), an excellent introductory text and invaluable guide for faculty seeking to understand and implement service-learning. Contact CICE Assistant Director, Robert Pierce at rpierce@fullerton.edu to request a copy.

We also encourage faculty to attend CICE-sponsored workshops and seminars on service-learning topics. More information on these can be found on the CICE website:

<http://www.fullerton.edu/cice/faculty/servicelearning/workshops/>