

FACULTY INTERNATIONAL SERVICE-LEARNING PRE-TRAVEL GRANT

CENTER FOR INTERNSHIPS & COMMUNITY ENGAGEMENT

SERVICE-LEARNING GRANTS

REQUEST FOR APPLICATIONS

Purpose

To provide support for a member of the permanent faculty to conduct preparatory work with partner organizations in an international setting prior to leading a class involving service-learning with these partner organization. The grant allows more meaningful integration of service into curriculum. The grant also allows faculty to more effectively make general preparations for students such as travel coordination, accommodation, transportation to sites and safety requirements. Such advanced preparation greatly enhances the quality of service-learning courses, improves student safety and reduces unanticipated complications.

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 \$2,000 (or maximum 80% of total cost) toward state-allowed travel. **Maximum one award per faculty member/grant year.**

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:

- SSI objective: Extent to which course addresses CICE's goal to "increase the number of opportunities for students to participate in service-learning courses."
- Location: Degree to which location contributes to service-learning course content.
- Partnership: Service activity meets identified needs in the destination community and service-learning syllabus is a model for student success.
- Sustainability: Intention that future offerings of the course will be offered and continue to integrate the service learning.

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 your 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 member's department.
- Conduct all travel in line with CSUF travel policy and procedure.
- Complete all CICE paperwork necessary for service-learning sites in collaboration with the partner organization. Submit this paperwork to CICE upon your return for approval. All sites must be approved four months prior to departure for the resultant international service-learning course.
- Complete a final report due to CICE no later than the end of the contracted grant period *OR* two months prior to departure for the resultant international service-learning course. A template for the report shall be made available to grantees by CICE.
- Make one presentation, at CICEs request, to faculty colleagues, students, staff, and/or administrators about the work funded by this grant.
- Sign a grant contract which details the conditions and deliverables of the grant.

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/>