



SERVICE-LEARNING STUDENT TRAVEL GRANT

CENTER FOR INTERNSHIPS & COMMUNITY ENGAGEMENT

SERVICE-LEARNING GRANTS

REQUEST FOR APPLICATIONS

Purpose

To encourage student participation by increasing access to and the development of international and study away service-learning opportunities. The grant provides partial support for student travel costs required to participate in U.S. or international service-learning courses.

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 depleted. Applications must be received a minimum of **three months prior to date of departure**.

Amount and Disbursement of Award

Up to \$500 per student traveler and not more than 50% of per-student state-allowed travel costs. Only students enrolled in the service-learning course that includes the travel are eligible for support. **Maximum one award per faculty member/class/semester.**

IMPORTANT: All expenses must be incurred on the grantee faculty member's travel claim, and/or through a service agreement with a approved and contracted third-party vendor.

All travel must be conducted in compliance with University policy and procedure regarding faculty and student travel. Grantee faculty member's department must complete any and all travel paperwork required for students and faculty. Where warranted, grantees department must be willing to advance travel costs to be covered by this grant. 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 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 or in payment of a service agreement approved by CSUF Office of Contracts and Procurement.

Disbursements are subject to CSUF prevailing policies and procedures and may be subject to change. CICE will not be responsible for processing any travel documentation. CICE grant funds will be used to reimburse grantees department once travel costs have posted. Precise terms will be documented in the grant contract.

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."
- Quality: degree to which travel experience is integrated into a service-learning course and how it enhances and expands student learning.
- Innovation and Replicability: 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 integrate the service component(s).

Deliverables

Grantees will be required to:

- Have their course formally designated as a service-learning course by completing the Community-Engaged Learning Tool (CELT). Refer to the [Service-Learning Faculty Administrative Requirements](#) document for more information.
- Attend a "Service-Learning Fundamentals" FDC workshop (if not already completed). Recommended prior to application.
- Meet with CICE representatives to discuss travel arrangements and course (e.g. service, syllabus, reflection activities, etc.) as needed both prior to grant award and during award period.
- Secure department chair's support/signature and fiscal approval for travel.
- Coordinate and facilitate all travel authorizations and processing in conjunction with their department's travel coordinator, budget personnel, college administration and the Study Abroad office.
- Facilitate communication between faculty member's department personnel involved in budget processing and CICE staff as needed.
- Conduct all travel in line with CSUF travel policy and procedure.
- Complete all CICE processes necessary for service-learning sites approval.
- Grant CICE the right to share your final syllabus and curriculum with other faculty and staff as an example.
- Complete a final report due to CICE no later than the end of the contracted grant period. A template for the report shall be made available to grantees by CICE.
- Make one presentation, at CICE's request, to faculty colleagues, students, staff, and/or administrators about the work funded by this grant.
- Seek coverage of your students' community-engagement efforts through campus or local media.

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/>