

Faculty Grant Proposals Requested for Civic Engagement

Fall 2012/Spring 2013/Summer 2013

UMD's Office of Civic Engagement announces a **request for proposals**. The purpose of the grant is to integrate civic engagement into an existing course or create a new course with a civic engagement component such as service-learning or community-based learning.

The Office of Civic Engagement is interested in expanding this opportunity to faculty who have not received these grant funds in previous years. **Interested in learning more?** Attend the IDS & OCE sponsored workshop, "Integrating Community-based Learning into Your Curriculum" on February 15, 2012 from 1-2:30pm in 268 KSC. The workshop will assist in developing a civic engagement component into coursework and demonstrate what is needed for a quality mini grant submission.

Procedures and Requirements for Proposals

Size and Nature of Awards: The Office of Civic Engagement is anticipating applications for grants supporting faculty in integrating civic engagement into courses. An individual UMD faculty member may apply for up to \$2,000.

Application Procedures: Applicants must provide: (a) cover page with proposal title, identifying information and abstract, (b) proposal including a description of the civic engagement component, (c) letter of support from a community partner, (d) class syllabus illustrating how civic engagement will be embedded into the class goals and outcomes, and (e) a budget for the requested funds. Please do not exceed five pages (including support letter and budget). Send electronic copies of the application material to the Office of Civic Engagement via email to: mhargrav@d.umn.edu by **5pm on Monday, March 5th**.

For ease of review **email your proposal** as an attachment and send or fax a paper copy of your cover page with signatures of your: department chair, dean and/or director plus a letter of support from a community member to: Office of Civic Engagement, 209 Bohannon Hall, University of Minnesota Duluth, Fax 218-726-8694.

Proposal Requirements: Your proposal should address the following questions:

- What are the specific goals, activities, and expected outcomes of the course?
- How will you connect the goals of your course to the OCE's civic engagement student learning outcomes?
- What impact do you expect this course to have on your students and the community?
- What are the innovative features and long term impact of the project in strengthening civic engagement?
- Who else will be involved as participants in the project (e.g. other partners, etc)?
- How will the success of the completed experience be evaluated? How will students learning be evaluated?
- Budget: Include a brief budget with narrative for clarification. (see sample budget form)

Criteria for Award Selection

Applications are solicited from UMD faculty members. The Civic Engagement Steering Committee will review and rank the proposals. Criteria for selection will include the following:

- Proposal materials complete (cover page, narrative, budget, draft syllabus, support letter)
- Emphasis on increasing civic awareness in students
- Structured student reflection: thoughtfully constructed process that challenges and guides students
- Partnership with community group or organization
- Integration of civic component into curriculum
- Project meets community need
- Clarity

	Strong Impact (5)	Some Impact (3)	Minimal to no impact (0-1)
Meets actual community needs	Determined by current research conducted or discovered by students with teacher assistance	Determined by making a guess at what community needs may be	Community needs secondary to what a project professor wants to do; project considers only student needs
Community partnership & collaboration	Active, direct collaboration with community by the professor and/or student	Community members are informed of the project directly	Community members are coincidentally informed or not knowledgeable at all
Is integrated into academic curriculum	Service-learning as instructional strategy with content/service components integrated	Service-learning part of curriculum but vague connections, with emphasis on service	Service-learning supplemental to curriculum, in essence just a service project or good deed
Facilitates structured & active student reflection	Students think, share, and produce reflective products individually and as group members. Reflection happens continuously throughout the project/class	Students share with no individual reflective projects(i.e class discussion only, only 1 method used and reflection not used throughout)	Ran out of time for a true reflection; just provided a summary of events
Emphasis on increasing civic awareness in students	Describes intended student impact, outcomes and long term impact of civic engagement (also defines assessment strategies)	Describes student impact but does not include specific assessment tools/methods	Does not emphasize or illustrate the impact of increasing civic awareness in students
Clarity	Detailed illustration of civic engagement elements and process –clearly articulated goals, activities, & outcomes(understands full circle S-L & utilizing as a teaching strategy)	Understands the concepts of CE & SL and is working towards developing a more defined lucid strategy and illustration of goals, activities & outcomes	Ambiguous & unclear civic engagement goals, activities, & outcomes (does not understand S-L)

Questions: Contact Michelle Hargrave at mhargrav@d.umn.edu or X-7125.

Deadline: Monday, March 5, 2012 at 5pm

Award Recipient Expectations & Reporting

Lake Superior Service-Learning Conference Attendance: As a recipient of the mini grant, the Office of Civic Engagement would suggest attending the Lake Superior-Service Learning Conference, Pre-conference entitled: "*Integrating Service-Learning into a Course: A Step by Step Training*" on **March 29, 2012 from 8am-11:30am**. The Pre-conference session will provide best practices and aid you in developing your own curriculum. (An added benefit would be to have the pre-conference session noted in your annual review).

Reporting: The Office of Civic Engagement requests a 1-2page report to be completed regarding the results of your project at the end of the class term. (Please see website for form).

OCE Student Survey: Allow the OCE to conduct a civic engagement student survey in your class at the end of the term in which you incorporated the civic engagement experience into the class.