

Office of Community Engagement  
Bunker Hill Community College  
Community Engagement Faculty Form, 2009-2010

The Office of Community Engagement is soliciting community projects from faculty to incorporate into their classroom. A project must adhere to the criteria set forth by the Office of Community Engagement in the categories of service learning, action research, or volunteering. These projects are best used when the whole class participates; as it promotes fruitful class discussion, teamwork, eases management of connecting to organizations, and keeps consistent outcomes for student learning. A detailed description for each designation can be requested from the Office of Community Engagement.

**Community Engagement Designations:**

*Service Learning* is a course-based, credit-bearing educational experience in which students participate in an organized service activity that meets identified community needs and reflect on the service activity in such a way as to gain further understanding of course content, a broader appreciation of the discipline, and an enhanced sense of civic responsibility (Bringle and Hatcher).

Service Learning is defined by the following criteria:

- The project must directly relate to course content and a course's learning outcome must encompass the project. Credit is given for learning outcomes, not good deeds.
- Reflection on the project must be utilized regularly throughout the semester to facilitate learning.
- It is necessary for every student to work with a Community Partner as a volunteer or to be assigned to a course-specified project that addresses an acknowledged need of the community. If students are individually placed in an organization, a minimum of 15 hours of service is required.

*Action Research* is a way of generating research about a social system while simultaneously attempting to change that system (VISTA Glossary).

Action Research is defined by the following criteria:

- Community based-research is indirectly related to course content.
- Students must communicate with community organizations through interviewing staff or clients or attending citywide events.
- Reflection must be used throughout the semester to facilitate learning.

*Volunteering* is the performance of formal service to benefit others or one's community without receiving any external rewards; such programs may or may not involve structured training and reflection (National Service- Learning Clearinghouse).

Volunteering is defined by the following criteria:

- A project must connect to a student's course objectives.
- Reflection must be used to facilitate learning.
- Students participate in an awareness campaign, a one-time volunteer activity, or a fundraising campaign that align with an acknowledged need of the community.

## **Application Process**

Please forward this completed Community Engagement Faculty Form with appropriate syllabus to the Office of Community Engagement, Room B211A on the Charlestown Campus. All proposals are due by Friday, September 18, 2009. Stipends will be received once proposals have been approved. At the end of the semester, the Office of Community Engagement needs data reported (same for each semester after initial semester) from all courses using any of these designations as pedagogy. This reporting will be kept as simple as possible by answering four questions and including a sampling of student reflections.

- 1) What are the course number, section and name of the course(s) being taught?
- 2) How many students participated in the project? (*Names are needed if Certificates are requested.*)
- 3) Who are the community contacts?
- 4) What social issue(s) are being explored?

## **For More Information**

If you have questions about filling out the Community Engagement Faculty Form, please contact Meghan R. Callaghan, Coordinator of Community Engagement, at 617-228-3485 or via e-mail at [mrcallag@bhcc.mass.edu](mailto:mrcallag@bhcc.mass.edu).

## **Contact Information**

1. Name:
2. Department:
3. Choose one Project Designation:  
 Service Learning †    Action Research †    Volunteering

One-time Development Stipends for completion of the Community Engagement designation process will be provided at: \$1200-Service Learning: \$1000- Action Research: \$800- Volunteerism. The stipend will be available to encourage the design of project formats that can potentially be applied to multiple courses. Additional stipend requests for course design with different formats, per course, will be approved by the Coordinator of Community Engagement. No further stipends will be generated for teaching the course(s) in subsequent semesters. Instead, faculty will have access to Research and/or Professional Development Funds, (see the separate Research and Professional Development Funds proposal), through the Office of Community Engagement. Costs of materials needed to implement projects will continue to be supported by the Office of Community Engagement when appropriate.

## **Project Information**

4. Course Title:
5. When will you introduce the community engagement project in your course (e.g. at the beginning of the semester, mid-semester, etc.)?
6. Will the community engagement project be an individual or group project? Will it be required or extra credit?
7. Which community-based organization will the project partner with? If unknown, which issue, or issues would you like to address?
8. Which neighborhood would you like to engage with?

## **Short Answer**

Prepare a typed response of no more than two pages, addressing both of the items listed below.

9. Describe how your students fit into your community engagement project including how students will connect the project to the course material; reflect upon their service, and how the project will advance their educational and career development.
10. Describe how the community engagement project will benefit the college, including how the project will fulfill the college's institutional values (inspiring excellence, integrity, learning, respect and service).

**Office of Community Engagement Special Requirements**

11. Does the community engagement project have any special requirements that need support from the Office of Community Engagement could assist with?  
Please describe:

## *Community Engagement Designations:*

### **Service Learning:**

Service Learning is “a course-based, credit-bearing educational experience in which students participate in an organized service activity that meets identified community needs and reflect on the service activity in such a way as to gain further understanding of course content, a broader appreciation of the discipline, and an enhanced sense of civic responsibility” (Bringle and Hatcher).

To receive a Service Learning Designation a course must meet the defined criteria:

- ❖ Service project directly related to course content
- ❖ Course’s learning outcomes encompass the service project
- ❖ Reflection is utilized regularly throughout the semester to deepen learning
- ❖ Ensure that credit is for learning outcomes, not good deeds
- ❖ Student works with a Community Partner as a volunteer or on an assigned project
- ❖ Service Project aligns with a need of the community
- ❖ If students are individually placed in an organization than a minimum of 15 hours of service is required
- ❖ Service Learning is best used when the whole class participates, promotes fruitful class discussion, teamwork, eases management of connecting to organizations, and keeps consistent outcomes for student learning.

### **Action Research:**

Action research is a way of generating research about a social system while simultaneously attempting to change that system. While conventional social science aims at producing knowledge about social systems (some of which may eventually prove useful to those wishing to effect change), action research seeks both to understand and to alter the problems generated by social systems (National Service- Learning Clearinghouse).

To receive an Action Research Designation a course must meet the defined criteria:

- ❖ Community based-Research indirectly related to course content
- ❖ Students must communicate with community organizations, through interviewing staff or clients or attending city-wide events
- ❖ Reflection is utilized regularly throughout the semester to deepen learning
- ❖ Action Research is best used when the whole class participates, promotes fruitful class discussion, teamwork, eases management of connecting to organizations, and keeps consistent outcomes for student learning.

### **Volunteerism:**

Volunteerism is the performance of formal service to benefit others or one's community without receiving any external rewards; such programs may or may not involve structured training and reflection (National Service-Learning Clearinghouse).

To receive a Volunteerism Designation a course must meet the defined criteria:

- ❖ Class members participate in an awareness campaign, one-time volunteer activity, or fundraising campaign
- ❖ Volunteer Project connects to course objectives
- ❖ Reflection is utilized regularly throughout the semester to deepen learning
- ❖ Volunteer projects align with a need of the community
- ❖ Volunteerism is best used when the whole class participates, promotes fruitful class discussion, teamwork, eases management of connecting to organizations, and keeps consistent outcomes for student learning.

### **References:**

- Gottlieb, Karla and Gail Robinson, eds. *A Practical Guide for Integrating Civic Responsibility into the Curriculum*. Washington, DC: Community College Press, 2006
- Franco, Robert, et al. *Service- Learning Course Design for Community College*. Campus Compact, 2007
- Bringle, R.G., & Hatcher, J.A. *A formula for success: Review of Successful Service-Learning Programs: New Models of Excellence in Higher Education*. Journal of Higher Education. 2000.
- Bringle, R.G., & Hatcher, J.A. *Institutionalization of service learning in Higher Education*. Journal of Higher Education. 2000
- National Service- Learning Clearinghouse [www.servicelearning.org](http://www.servicelearning.org)

