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# Citation in Community-Engaged Scholarship Application Guidelines

**2019-2020 Submission Deadlines:**

**Friday, December 20, 2019**

**Wednesday, April 22, 2020**

**Friday, August 14, 2020**

The proposal for the citation has three main components:

1. [Online application](https://podio.com/webforms/18818447/1266500)
2. Letters of commitment from faculty and community partner supervisors: both PDFs uploaded to [online application](https://podio.com/webforms/18818447/1266500) (see examples below)
3. Capstone proposal questions: PDF uploaded to [online application](https://podio.com/webforms/18818447/1266500) (see instructions and questions below)

## Online Application

To apply for the citation in community-engaged scholarship, students must complete the [online application.](https://podio.com/webforms/18818447/1266500) This is where applicants will submit information regarding personal contact information, community- engaged coursework, and required seminars (CAS 202, CAS 206a, and CAS 206b). Please visit the citation in [community-engaged scholarship website](http://www.rochester.edu/college/rccl/engaged-learning/citation.html) for more information on requirements.

### Community-Engaged Coursework

In the online application, students must indicate the community-engaged learning courses they plan on taking to meet this requirement for the citation. Please note that at least 4 credits of the 12 credits must include a course that meets all three criteria below. A list of preapproved courses and criteria can be found on the Rochester Center for Community Leadership website. Indicate the course number, course name, the term in which you intend to take the course, the criteria being met (indicate by using the key below), and the number of credits.

Criteria Met: 1: Exposure to issues of inequality or unmet needs in community

 2: Material taught in collaboration with non-academic community partner

 3: Coursework contributes to mission and needs of non-academic partner organization

### Community-Engaged Scholars Seminars

There are three required seminars for the citation: CAS 202 (2 credit hours), CAS 206a (1 credit hour) and CAS 206b (1 credit hour). These must be completed in order to receive the citation. In the online application, applicants must indicate when they plan to take or have taken the seminars.

## Letters of Commitment

Two letters of commitment are required for each applicant: one from the faculty member at the University who will serve as the faculty supervisor for your capstone project, and the other must come from a community partner supervisor. Each letter should indicate the writer’s willingness to serve as a supervisor for your capstone project and the role they will play in the project. See examples of letters of commitment from a [faculty member](https://drive.google.com/file/d/0B2myG_kCLynqaURwLVhOUmdsMDA/view?usp=sharing) and [community partner](https://drive.google.com/file/d/0B2myG_kCLynqeTlDWnE5YXloWWc/view?usp=sharing). **In the online application upload a letter of commitment from your faculty supervisor and community partner supervisor. Faculty members and community partners that supervise capstone projects are each eligible to receive a $500 honorarium upon successful completion of the capstone project.**

## Capstone Proposal

The citation culminates in the completion of a capstone project to be supported by faculty and community supervisors. Answer all of the questions below (in detail) and upload this document with the application materials as instructed above.

1. What is the unmet need you and your community partner have identified that your work product will meet?
2. Describe the work product your capstone project will produce.
3. Please list and describe the activities you plan to undertake to produce that work product, including the timing of those activities.
4. Please list and describe the activities through which your faculty and community partner supervisors will oversee and support your work.
5. How will the academic discipline represented by your faculty supervisor inform your work?
6. What is the basis on which you and your supervisors will assess the impact of your work?
7. Please describe some of the challenges you expect to encounter in undertaking and completing the project.
8. Capstone students are eligible for funding to help cover some of the expenses related to their project. Funds are available up to $500 to aid in any eligible expenses that include *anything needed to execute your project (transportation, food, rental space, printing, honoraria, project supplies, equipment, books, etc.) NOTE: Grant awards cannot be used as compensation for students completing capstone projects.* If you are interested in being considered for funding for your capstone project please include a proposed budget with descriptions on how you would plan to use funding. Please note funding is not guaranteed so please wait for funding approval to spend any money.

*Contact Lauren Caruso (lauren.caruso@rochester.edu) or Alissa Clark (Alissa.clark@rochester.edu) with any questions.*