Citation in Community-Engaged Scholarship Application Guidelines

2018 Submission Deadlines:
Monday, August 13
Monday, December 3

The proposal for the citation has three main components:
1. Online application
2. Capstone proposal: PDF uploaded to online application
3. Letters of commitment from faculty and community partner supervisors: both PDFs uploaded to online application

1. **Online Application**
To apply for the citation in community-engaged scholarship, students must complete the online application. This is where applicants will submit information regarding personal contact information, community-engaged coursework, and required seminars (CAS 202 and CAS 206). Please visit the citation in community-engaged scholarship website 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 two 2-credit required seminars for the citation: CAS 202 and CAS 206. 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.
2. **Capstone Proposal**
   The citation culminates in the completion of a capstone project to be supported by faculty and community supervisors. Upload a proposal to the online application that addresses the following topics:

   - Work product in which your capstone will culminate
   - Benefits of the work product to your community partner’s organization or the population it serves
   - The activities you plan to undertake to produce that work product, including the timing of those activities
   - The activities through which your faculty and community partner supervisors will oversee and support your work
   - How the academic discipline represented by your faculty supervisor will inform your work
   - The basis on which your supervisors will assess the value and impact of your work
   - The challenges you expect to encounter in undertaking and completing the project
   - Proposed budget and description of activities associated with the capstone project award of $500, if applicable. Eligible expenses 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

3. **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 pages 3 and 4 for the Letters of Commitment Templates to be filled out by your faculty member and community partner. In the online application upload a letter of commitment from your faculty supervisor and community partner supervisor.

   Contact Lauren Caruso ([lauren.caruso@rochester.edu](mailto:lauren.caruso@rochester.edu)) or Alissa Clark ([Alissa.clark@rochester.edu](mailto:Alissa.clark@rochester.edu)) with any questions.
Faculty Supervisor Letter of Commitment Template

Please provide a brief statement that serves as your willingness to supervise the student's capstone project. The statement should also describe the activities you as the recommender/supervisor plan to undertake to supervise and evaluate this student's work.

Faculty Supervisor Name: ___________________________ Department: ___________________________

Email: ___________________________ Phone: ___________________________

Signature: ___________________________ Date: _____________
Community Partner Supervisor Letter of Commitment Template

Please provide a brief statement that serves as your willingness to supervise the student's capstone project. The statement should also describe the activities you as the recommender/supervisor plan to undertake to supervise and evaluate this student's work.

Community Partner Supervisor Name: __________________________ Organization: __________________________

Email: ___________________________ Phone: __________________________

Signature: ___________________________ Date: ___________