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WELCOME TO THE CIVIC SCHOLARS PROGRAM OF DREW UNIVERSITY

Dear Civic Scholars,

Drew University actively supports students who show extraordinary commitment to community by offering Civic Engagement Scholarships. As a Drew Civic Scholar you not only receive a monetary award, but also join an exciting civic engagement program designed to expand your service and leadership skills and experiences. Drew Civic Scholars participate in special classes, workshops, seminars, and off-campus service projects. We also hope that you will mentor and lead students majoring in all disciplines who are interested in making the world a better place.

The Civic Scholars Program is designed to improve your ability to set goals, motivate others, and follow through on your commitments. Complementing your academic course of study, the workshops, community service, and leadership opportunities provided by the program will help you meet your personal goals while benefiting the communities you work with. Community-based learning courses and internships will add research skills and knowledge to the assets you offer those communities. Many of these skills will also serve you well in your careers beyond college.

In order to achieve these valuable outcomes, however, each Civic Scholar needs to actively commit to fulfilling his or her responsibilities to the program, Drew University, fellow Civic Scholars, and our community partners. I believe that we accomplish more together than as individuals, and that as individuals we best achieve our goals when we pursue them with integrity and commitment to the greater good.

Please know that I am here to assist each of you in meeting the goals you came to Drew to achieve. I am equally committed to ensuring that the work we do together in the Civic Scholars Program has real impact for our partners in the community. This reciprocity of purpose and striving for mutual benefit for me defines our power and our success.

Dr. Amy Koritz  
Director, Center for Civic Engagement  
Professor of English
Civic Scholars Program: Goals and Values

The Civic Engagement Scholarship Program is housed in Drew University’s Center for Civic Engagement. It seeks to embody the mission and values of the Center through a four-year program that builds students’ knowledge and skills while benefiting society.

The mission of the Center for Civic Engagement is to connect education and action for the common good.

We carry out this mission through thoughtful action consonant with our values:

**Reciprocity**: civic engagement builds on the work of many constituencies, both inside and beyond Drew’s campus. Successful engagement is reciprocal, attending to the goals of all participants through transparent and collaborative planning and implementation.

**Respect**: the time, priorities, and diverse missions of our partners and communities demand our respect, and we expect the same from our partners. Civic engagement cannot thrive without civility, decency, and trust.

**Efficacy**: true civic engagement creates and increases the power to act knowledgeably and effectively in the world.

**Impact**: without demonstrable impact, civic engagement cannot succeed. We choose our projects and partners carefully in order to ensure true benefit to all participants in whatever we undertake.

By the end of their four years at Drew, successful Civic Scholars will have accomplished the following learning objectives:

- Achieve a deep understanding of an issue or problem from both a community and academic perspective
- Graduate with a strong practical skill-set that enables you to plan and execute effective action informed by a significant knowledge-base

The Civic Scholars program is designed to help Scholars continue to build organizing skills, increase leadership responsibilities and grow through planning, reflection and collaborating with community organizations, Drew faculty, staff, and students, and your Civic Scholar peers. Each year you will be asked to engage in activities that will increase your abilities and understanding of how best to contribute to our shared community. As with any undertaking, however, the benefit you reap will depend on the effort you devote to its accomplishment.

Those of us at the Center for Civic Engagement are committed to assisting the Civic Scholars in becoming successful students and effective citizens. Our democracy’s future depends on you!
Program Expectations

FOR ALL CIVIC SCHOLARS

1. Check your Drew email on a daily basis for communications from Civic Engagement faculty and staff members. This is the primary way we will contact you with important information. We expect you will respond, if requested, in a timely manner.

2. Complete a minimum of 100 hours of community work EACH YEAR. One goal of the program is for Civic Scholars to model civic engagement for the Drew community, therefore:
   a. Minimum of 50 hours must be done while Drew is in session to benefit Drew’s local communities. (Local is defined as within 50 miles of the Drew campus.)
   b. The remaining 50 hours may be done elsewhere (benefiting a charity, non-profit, or government organization in your hometown or another location), and completed during the summer or during breaks when Drew is NOT in session.

3. Community work hours must be reported monthly on the Civic Scholars Moodle site. Your community work hours must be reported monthly, and no later than the 5th day of the following month (e.g., September hours must be reported no later than October 5th). Summer hours must be reported before September 5. Failing to log your hours by the deadline each month will result in the loss of those hours.
   a. First Year Civic Scholars have until May 31 to complete their 100 hours.
   b. All other Civic Scholars have until May 15 to complete their 100 hours

4. Complete a minimum of 12 credits (10 for the class entering Fall 2011) of Community-Based Learning (CBL) courses and Civic Internships over four years.
   - College Seminar (2 credits)
   - Civic Internship (2 credits)
   - Additional CBL/Civic Internship courses (8 credits)
   To achieve the goal of connecting classroom learning with action for the common good, we encourage Civic Scholars to seek out additional community-based research projects, internships, and CBL courses. In addition to their contributions to society, these opportunities will increase your skills and attractiveness to employers and graduate or professional programs.

5. Complete all requirements specific to your program year, including attending required workshops, class-year and individual meetings, and the Fall Civic Scholars Retreat, Spring Wrap-Up, and Civic Engagement Awards Ceremony and Showcase. Exceptions will be made only rarely, and only for circumstances that could not be avoided through planning and consultation.

6. Behave professionally and responsibly when working with community organizations. Behaviors that pose a danger to yourself or others will result in immediate dismissal from the organization and automatic probation in the Civic Scholars program. Failure to
proactively inform your supervisor when you will be late or absent will result in a warning, and after three incidences, dismissal from the organization and automatic probation in the Civic Scholars program.

7. Remain in good academic and social standing (see Daniel’s Dictionary for details).

8. Behave with honesty and integrity. Falsifying community work hours, for example, will result in automatic dismissal from the program.

Failure to complete program requirements, including your required 100 annual community work hours will result in probation or dismissal from the Civic Scholar program.

FOR EACH YEAR AS A CIVIC SCHOLAR
In addition to fulfilling the expectations listed above for all Civic Scholars, each year you will have responsibilities specific to your year in the program. As the Civic Scholars Program matures and develops, these expectations may be altered in response to student and community feedback and in order to strengthen the program.

FIRST-YEAR CIVIC SCHOLARS
1. Complete your fall College Seminar requirements, including the community-based learning component of this class, and your spring community placement (approximately 40 hours of community work).

2. Plan and implement the first-year Spring Civic Project (worth 25 hours towards your 100 hour community work requirement). This project can take any format and engage any issues or topics within the following parameters:
   - Benefit a community outside of Drew.
   - Involve more Drew students than just the Civic Scholars.
   - Collaborate with at least one additional student organization or academic program already involved with the issue or topic.
   - Increase knowledge and awareness about the issue addressed by creating educational materials to be distributed to participants.
   - Include names of all group members, and mention of Drew Civic Scholars Program on all publicity for the project.

3. Attend and participate in both semesters of the Civic Engagement Workshop. Satisfactory performance in this Workshop is required in order to remain in the Civic Scholars Program. No more than two EXCUSED absences are permitted each semester. (NOTE: theatre rehearsals, club meetings, and team practices are not considered excused absences).
**SOPHOMORE CIVIC SCHOLARS**

1. Attend each of three skill-building workshops offered two times each during the year and submit on Moodle a 250—500 word reflection on each, by the announced deadline. (Workshop schedule will be emailed and posted on Moodle.) Civic Scholars are required to complete all three workshops in their sophomore year. An extra semester may be allowed for students with documented conflicts for both offerings of a workshop, but two of the three workshops must still be completed in the sophomore year.

2. Complete and pass a 2-credit Civic Engagement Internship in either the fall or spring semester.

3. Attend 2 Sophomore Civic Scholars meetings each semester.

**JUNIOR CIVIC SCHOLARS** (We encourage Civic Scholars to study abroad and have developed alternative requirements for this circumstance. Posted on Moodle, and see Appendix I.)

1. In completing your community work hours as a Junior, we strongly recommend that you focus on a specific issue or organization for at least 50 of these hours. This community or civic "major" will increase your understanding of and ability to contribute to an organization or issue. Your Senior Civic Project may then emerge organically from your interest in and experience with this issue, problem or population. As always, 50 community service hours must be completed while in attendance at Drew to benefit Drew’s local communities. These categories may overlap.

2. Meet with Prof. Koritz and Amy Sugerman individually or in small groups each semester to discuss your plans for completing the Junior Year Civic Scholar requirements.

3. Complete all requirements of your Junior Leadership Team, as outlined in the handout provided to you, and on the Moodle site.

4. Submit on Moodle your End of the Semester Reflections by the stated deadlines.

6. Submit a 1-page Senior Civic Project proposal no later than April 30th.

**SENIOR CIVIC SCHOLARS** (Satisfactory completion of all three of these requirements is necessary in order for you to graduate as a Civic Scholar with Civic Honors.)

1. Complete a Civic Engagement or Community-Based Research Project. Submit a final report and project documentation (visual and educational materials, research documentation, etc.) to your ePortfolio. Present your project at the Civic Engagement Awards Ceremony and Showcase. Presentation at the Awards Ceremony is mandatory.

2. Complete CE 310 Senior Civic Workshop, a 1-credit pass/fail class in the fall semester.

3. Complete 75 of your 100 community service hours by April 1st.
FREQUENTLY ASKED QUESTIONS:

1) What Counts (or doesn’t) as Community Work Hours?
To count towards your minimum requirement of 100 hours of community work every year, all community service hours must be done with a charity, non-profit, or government organization.

What *doesn’t* count as community work hours?
Any work done for a Drew event or club unless it benefits a community outside of Drew (e.g. tabling for a VRC fund-raiser *does* count but handing out programs at a Simon Forum event *does not*).
- Work for which you received monetary or in-kind compensation, except Federal Community Work-Study. For information on Federal Community Work-study, visit Drew’s internship office. [http://www.drew.edu/career/internships](http://www.drew.edu/career/internships)
- Work done for a for-profit organization.
- Work done for a friend or family member.
- Work done outside of a formal organization’s structure.
- Time to travel to site.

Remember: A minimum of 50 hours must be done while school is in session to benefit Drew’s local communities.

2) How can I fulfill my community work hours requirement?

- Volunteer in the Community
  - Continue regular volunteer work with one of our community partners
  - Volunteer with VRC and other service organizations
  - Volunteer with your hometown organizations while at home
- Enroll in Community-Based Learning Courses (see FAQ #13 for help finding these)
- Sign up for Civic Internships (2 credits = 70 hours/semester; 4 credits = 140 hours/semester)
- Participate in Service Trips (e.g., Alternative Winter/Spring Breaks, Honduras Project, etc.)
- If you are work-study eligible, participate in the Federal Community Work Study program administered by Drew’s Internship Office. This is the only program providing paid employment that we will accept as fulfilling community work hours.

3) Do training hours count toward my community work?

- Each organization will provide an on-site orientation; these hours do count.
- Organizations may encourage or even require you to attend their volunteer training sessions. If this is the case, 50% of these hours will count toward your community work hours (e.g., if the training is four hours, you may count two hours. Please log ONLY 50% of training hours, but indicate the TOTAL number of training hours in the description section of the form.)

4) What do I do if I have to miss my scheduled community work? What if I will arrive late, or have to leave early?
• First, do your best not to miss previously scheduled community work. Your community site depends upon you to show up when you’ve said you would—don’t let them down!
• Second, if your absence is unavoidable, call and email your site supervisor immediately. While an absence may be beyond your control, there is NEVER an excuse for not informing your supervisor.
• Third, the same goes for tardiness or early departures from your community site. Let your supervisor know as soon as you are aware of your change in schedule.

Because we take our responsibilities to our partner organizations very seriously, we have established a system of increasing consequences for failure to keep your supervisor informed of changes in your work schedule. Community site supervisors are asked to inform us whenever a Civic Scholar misses a scheduled work assignment without notifying them. The first time this happens you will receive an oral warning. The second time will result in a written warning. The third incident will result in dismissal from that community organization and automatic probation in the Civic Scholars Program.

4) How can I find opportunities to complete more service hours?
• Read your Drew emails! As Civic Engagement staff become aware of opportunities, they are emailed to you and in some cases posted on our Face Book page.
• Check the shared Volunteer Opportunities folders on your Google Drive.
• Drew’s Volunteer Resource Center (VRC), APO, Circle K, or other student clubs
• Jersey Cares: http://www.jerseycares.org/
• United Way of Northern NJ: http://www.unitedwaynnj.org/
• Volunteer Management Centers, Inc. (VMC): http://vmcnj.org/
• Volunteer Match: http://www.volunteermatch.org/
• Idealist: http://www.idealist.org/
• Center for Civic Engagement’s website for information on Community-Based Learning classes, service trips, and more: http://www.drew.edu/cce/academic-programs

5) How do I find a Sophomore year internship?
• Start this process in March and April of your first year!
• Research community organizations and check through the listings on the websites noted above. If an organization interests you, contact them to ask if they might offer internship opportunities.
• Ask your supervisor at your community service placement questions concerning internships within their or other agencies.
• Visit the Academic Internship Office in order to schedule an individual meeting.
• Research the internship database and resources that the Internship Office provides.
• Submit required paperwork to the Internship Office in order to complete the registration process.

Academic Internship Office:
Bill Hinman Internship/FCSP Coordinator
(Sycamore Cottage. X3566. Email: bhinman@drew.edu)
Visit the internship website: http://depts.drew.edu/career/internships
7) How do I report my community work hours?
Complete and submit hours every month on Moodle. You have until the 5th of the month to record the previous month’s hours. (e.g., September hours must be recorded by October 5th). Hours not submitted by the deadline will not be counted. In order to have your hours approved, you must accurately fill in all required fields on the form. We do contact the organizations and verify the times and dates you provide. You DO NOT need to report hours on Moodle for your academic internships. We will verify those hours through the Internship Office.

8) How can I make sure that I keep my scholarship?
Keeping your scholarship is simple as long as you follow the guidelines given in the Requirements and Expectations section. To review, all Civic Scholars are required to:

- Complete 100 hours of community work each year.
- Complete all requirements specific to your program year, including attending required workshops, meetings, and activities and submitting required reflection essays.
- Submit reports and paperwork, including documentation of community work hours and travel reimbursement forms, in a timely manner. Be sure that they accurately reflect work completed and adhere to travel guidelines.
- Remain in good academic and social standing at Drew.

Failing to complete any of the above requirements is grounds for revoking your scholarship. In addition, inappropriate or irresponsible behavior at a community site and repeated failure to inform and obtain approval from your site supervisor regarding changes in your work schedule will place your scholarship in jeopardy. In many cases, students are placed on probation for a semester rather than being immediately dismissed from the program. If you are placed on probation, you will have one semester to correct the problems noted in your probation letter. Note: Copies of probation letters are sent to the Registrar’s Office and are maintained in your permanent academic record.

9) What can lead to dismissal from the Civic Scholar Program?
Your scholarship will be revoked under the following conditions:

1) Failure to fulfill the terms of probation set out in your probation letter.
2) Misrepresentation of your community work hours.
3) Failure to complete and document 100 community work hours by the May deadline.
4) Dismissal for cause from more than one service site.
5) Receiving a failing grade in the 1st year Civic Workshop, College Seminar, sophomore internship, or Senior Civic Workshop.

If extenuating circumstances beyond your control are affecting your ability to meet your Civic Scholar requirements, it is imperative that you inform Prof. Koritz, in writing, immediately.

10) How do I fulfill my community work hours and Junior Leadership Team requirements if I want to study abroad?
1. Inform the Civic Engagement Office immediately so we have time to work with you.
2. Complete your Civic Scholar requirements in conjunction with the London Program and programs on the “Approved List.” (see Appendix I)
3. If you are participating in a different program, please make an appointment with Professor Koritz to discuss your individual situation.

11) What do I do if I have a disagreement with my community supervisor?
We understand that disagreements happen; this is natural for people working together. Often these result from misunderstandings or poor communication. Make sure that you ask questions whenever your supervisor’s expectations are unclear. Ask for a private meeting to discuss the incident with the supervisor to start. If you feel this tactic is unproductive or that you need advice or help, please see Amy Sugerman or Prof. Koritz. Be proactive!

12) Who can help me submit paperwork and order approved supplies?
See Carolyn Parelli for all reimbursement paperwork and supplies-related needs. You can find her in the Civic Engagement office in Davies House most days. She can also be reached via email at cparelli@drew.edu or via phone at 973/408-3169. If Carolyn is not available to help you, contact Amy Sugerman.

13) How do I find a Community Based Learning Course?
Link to a description of the CBL Course listings for each semester on Moodle or the CCE website. Course listings and registration information can be found though Treehouse. Any questions, please contact the CCE staff and we will be pleased to assist you.
APPENDIX I

Junior Year Requirements for Civic Scholars Studying Abroad

London Program:
For this program alone, you may retain your entire merit aid package. This also means, however, that you must complete all the requirements for your Civic Engagement Scholarship (with the exception of the required meetings held during the semester you are abroad). We will accept the following substitutions:

For ½ of your “Leadership Team” requirement: an in-depth examination of an NGO or government agency that focuses on an issue or problem of interest to you. This project will include the following components:

- A site visit, with images and descriptions of the organization, its mission, and its constituents.
- Interviews with individuals in at least two of the following categories: leadership, staff, and people who have used the services or participated in the activities of the organization.
- A 500-800 word evidence-based discussion of the effectiveness of this organization in fulfilling its mission.

For your 50 hours of community service done while Drew is in session benefitting Drew’s local communities: This number will be reduced to 25 hours to be completed while Drew is in session during the semester you are on campus. Your “Free” hours will increase to 75 hours. Your hours will still total 100 for the year.

“Approved List” Programs:
Taken from the Global Education website: http://www.drew.edu/globaled/
“Students may apply all of their aid package up to their demonstrated need towards tuition and other costs of the approved list program. If a student has merit awards in excess of demonstrated need, these may also be applied up to a maximum of $2,000. Demonstration of need is determined by the Office of Financial Assistance, utilizing the FAFSA form. Students with no demonstrated need can apply their merit award up to a maximum $2,000.”

Because you are allowed to retain only $2000 of your merit aid, we will adjust the requirements that you must fulfill in order to retain your scholarship accordingly:

- You will be relieved of 25 hours of the 50 community service hours required while Drew is in session, benefitting Drew’s local communities. Your hours requirement will total 75 for the year.
- You will be relieved of ½ of your Leadership Team requirements.