Handbook for Civic Scholars 2015-2016
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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 engagement 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. All Civic Scholars must record community engagement hours monthly, as directed, by the deadline which is 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 record 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 the following academic requirements:
   1. Drew Seminar (Civic Engagement DSEM)
   2. First Year Civic Workshop (CE-101) in the fall and spring semesters.
   3. Sophomore Civic Internship
   4. Senior Civic Project class (CE-301)
   5. An additional 8 credits in CBL/Internship course work. In addition to their contributions to society, these experiential-learning 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 Drew 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.
   - 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.

Failure to complete the third workshop during the fall semester of Junior year will result in a letter of probation placed in your permanent academic record and may result in the loss of your senior year scholarship and dismissal from the program.

2. Complete and pass a 70-hour Civic Internship before May 15th of your Sophomore year.

3. Attend all required Sophomore Civic Scholar class 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 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. Assisting a current Senior Civic Scholar with his or her Senior Civic Project may help you clarify your project ideas while earning up to 20 local community engagement hours.

2. Attend two required events for Junior Civic Scholars:
   1. Alumni Networking Reception (Fall semester)
   2. Non-Profit and Public Service Opportunities Fair (Spring semester)

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

4. **Issue Focus Statement:** Write a 2-3 page description of one or two issue areas or social problems that interest you, why they interest, and what, if any, experience you have had engaging with these issues (e.g. through internships, volunteer work, or classes). Include an annotated reference list of 1) local or state non-profit or government agencies addressing this issue, 2) national organizations or programs addressing this issue, and 3) research and scholarship on this issue. Provide a minimum of five references in each category, accompanied by a 3-4 sentence annotation. **Due at Fall semester meeting with Prof. Koritz and Amy Sugerman.**

5. **Senior Project Proposal:** Submit by April 30 a 2-3 page description of no more than two possible Senior Civic Projects. Connect your proposed projects to your Issue Focus Statement and your major, career/post-graduate plans, or a personal commitment. Include a detailed discussion of how Junior Civic Scholars might assist you or why you do not think you can use this assistance. Explain what your project might cost. List the names and locations of organizations you might partner with off-campus, along with information on
your previous contact with these organization. Finally, list the staff, faculty and student organizations you might partner with at Drew, and explain why this partnership would further your project.

6. Pitch your project plan at the Spring Wrap Up.

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

1. Complete a **Senior Civic Project:**
   - Present your project ideas as a Junior at the Spring Wrap-Up to connect with rising Juniors and other Civic Scholars with interest in your issue area
   - Complete a minimum of 25 community engagement hours in activities related to your project or its issue area during your senior year
   - Lead 1-3 Junior Civic Scholar project assistants (if available and appropriate for the project)
   - Create a public e-portfolio or website on your project that includes the following: Your background and qualifications, a project description and rationale, your project logic model, descriptions and images of actions taken, a reflection on and evaluation of your project and the planning and implementation process
   - Present your Senior Civic Project at the CCE Showcase

2. Complete CE-301 Senior Civic Workshop, a 1-credit pass/fail class in the fall semester.

3. Complete 75 of your 100 community engagement hours by April 1st.

4. Ensure you have completed or will complete your CBL/Civic Internship requirements.
FREQUENTLY ASKED QUESTIONS:

1) What Counts (or doesn’t) as Community Engagement Hours?
To count towards your minimum requirement of 100 hours of community engagement work every year, all community engagement hours must be done with a non-profit or government organization. Remember: A minimum of 50 hours must be done while school is in session to benefit Drew’s local communities. (Local is defined as within 50 miles of Drew’s campus.)

What doesn’t count as community engagement hours?
- Any work done for a Drew event, athletic team or club unless it benefits a community outside of Drew (e.g. tabling for a VRC service project does count but handing out programs at a Simon Forum event, or cleaning up an athletic field for your team’s use does not).
- 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.

2) May I count community engagement hours at a non-profit or government agency which I’m paid money to complete?
- All Federal Community Service Program hours may be counted. The FCSP is a community service program for students with financial need. Students have the opportunity to work in a nonprofit organization and earn their work study money. For information on FCSP, visit Drew’s Center for Internships and Career Development.
- While we are particularly committed to assisting organizations without the ability to pay volunteers, we do understand that students want to take advantage of paid opportunities. If you are being paid for your work with a non-profit or government agency, we will count 50% of your hours toward your 100 hour requirement. (You should record ALL of your hours, but we will count 50% of them).

3) Do training hours count toward my community engagement 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 engagement hours (e.g., if the training is four hours, you may count two hours.) Record ALL of your hours, but we will count 50% of them.

4) Do hours spent planning an event count toward my community engagement work?
- Because off-site planning hours are not verifiable by your supervisor or by the organization you are assisting, we seldom count them towards your community engagement hours total. However, we will make exceptions occasionally on a case-by-case basis. If you believe your planning work warrants such an exception, please contact Prof. Koritz or Amy Sugerman.
5) How can I fulfill my community engagement hours requirement?

- Continue regular volunteer work with one of our community partners.
- Volunteer with the Drew VRC, First Responders, APO, Circle K and other campus service organizations.
- Volunteer with your hometown organizations while at home.
- Enroll in Community-Based Learning Courses (see FAQ #9 for help finding these).
- Sign up for Civic Internships for 0 or 2 credits = 70 hours/semester; 0 or 4 credits = 140 hours/semester. If you choose the 0 credit option, you must still complete all requirements of a 2 or 4 credit internship (see FAQ #8 for help finding these).
- Participate in service trips (e.g., Alternative Winter/Spring Breaks, The Honduras Project)
- If you are work-study eligible, participate in the Federal Community Service Program (FCSP) administered by Drew’s Center for Internships and Career Development (see FAQ #2 for more information).
- Read your Drew emails! As Civic Engagement staff becomes aware of opportunities, they may be emailed to you, shared on the network drive, and/or posted in the Civic Scholars Face Book group.

6) What do I do if I have to miss my scheduled community engagement 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, tardiness or early departure is unavoidable, call and email your site supervisor immediately. While a change in schedule may be beyond your control, there is NEVER an excuse for not informing your supervisor. Give them as much notice as possible -- not at the last minute.

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.

7) What do I do if I have a disagreement with my community engagement site 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!
8) How do I find a Civic Internship?

- **Start this process as early as possible!** Schedule a meeting with an Internship and Career Development counselor to update your resume and a separate meeting with the Internship Coordinator to request help identifying internship opportunities.
- Research DrewLink and other database resources that the Internship Office provides. Refer to the on-line sites noted above in FAQ #5 to research organizations that might interest you.
- Research organizations and information available in the Internship Opportunities folder on the Google drive that Amy Sugerman shares with you.
- Ask your current or former supervisors at your community engagement sites questions concerning internships within their organization or at other agencies they may know of. Network with them!
- **If an organization interests you, contact them to ask if they might offer internship opportunities. Be proactive and creative, but don’t be shy!**
- Submit required paperwork to the Internship Office in order to complete the registration process:
  
  **Academic Internship Office:**
  Bill Hinman, Assistant Director—Internships
  (Sycamore Cottage, X3566. Email: bhinman@drew.edu)
  Internship Office website: [http://depts.drew.edu/career/internships](http://depts.drew.edu/career/internships)

9) How do I find a Community Based Learning (CBL) Course?

Course listings and registration information can be found though Treehouse. CBL listings will also be shared with you through email, Moodle, and on the CCE website. Any questions, please contact the CCE staff and we will be pleased to assist you.

10) How do I fulfill my community engagement hours and Junior 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) 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 Program Expectations section. To review, all Civic Scholars are required to:

- Complete and record 100 hours of community work each year by the stated deadlines.
- Complete all requirements specific to your program year.
- Remain in good academic and social standing at Drew.

If extenuating circumstances beyond your control are affecting your ability to meet your Civic Scholar requirements, it is imperative that you inform Prof. Koritz immediately. We are here to
help you! It’s far better to tackle problems earlier rather than later, so don’t hesitate to ask for help.

For most of you, none of this is an issue; however 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. Note: Copies of probation and dismissal letters are sent to the Registrar’s Office and are maintained in your permanent academic record.

12) 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 engagement hours by the May deadline.
4) Dismissal for cause from more than one service site.
5) Not completing and/or receiving a failing grade in the 1st year Civic Workshop, Drew Seminar, sophomore internship, or Senior Civic Workshop.

13) Who can help me submit paperwork and order approved supplies?
See Amy Hains for reimbursement paperwork for travel for all supplies-related needs. You can find her in the Civic Engagement office in Davies House Monday through Thursday. She can also be reached via email at ahains@drew.edu or via phone at 973/408-3169. If Amy Hains is not available to help you, contact Amy Sugerman.
APPENDIX I

Junior Year Requirements for Civic Scholars Studying Abroad

If you plan to study abroad, please inform the CCE staff so that we might help you to arrange to meet your Civic Scholar requirements.

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 local, Drew civic engagement hours (25 hours) 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.

Your hours requirement will remain 100 for the year, so it will be important to plan accordingly.

“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 engagement 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 all other requirements for the semester.