

Tips & Tricks for Community-Engaged Learning at DU

ADDING THE SERVICE LEARNING ATTRIBUTE

You can add a service learning attribute to your course in the DU class schedule. Students are then able to search for classes using the attribute and will also see the attribute listed when reviewing course information, thus they should be aware that your course will use engaged-learning pedagogy when they register.

HOW: Go to

<https://nextbulletin.du.edu/courseadmin/> and login with your Banner ID number and password. Once logged in, search for your course and click “edit course.” A new window will open with your course’s information.

If you have trouble accessing your course, call or email the Registrar’s Office (<http://www.du.edu/registrar/>) to request access. Toward the bottom of the “edit course” page, you should see a category for “Identifying Attributes” – from here select service learning. You may also need to update the “Effective Term” dropdown box at the top of the page. Hit submit – the form will then be sent to workflow for approval from the registrar, department chair, dean and provost. If you teach just one section of a class, be sure to complete the form for only your section. Once you’ve added the attribute, it will stay with the class in quarters/semesters/years that follow.

Class Schedule Search

Course attributes allow users to search for classes across more than one subject for multidisciplinary programs such as Asian Studies, Judaic Studies ar

The screenshot shows the 'Class Schedule Search' form. A handwritten note in a box says: 'The service learning tag will be displayed under "Attribute Type" from the class schedule search page.' An arrow points from this note to the 'Attribute Type' dropdown menu, which has 'Service Learning' selected. Other fields include Subject (Accounting, Advanced Seminar, etc.), Course Number, Title, Schedule Type (Lab, Lecture, etc.), Credit Range, Course Level (All, Graduate, Undergraduate), Part of Term (All, Full Term, etc.), Instructor (Abbott, Michael John, etc.), Start Time, End Time, and Days (Mon, Tue, etc.).

ADDING A ZERO CREDIT “SERVICE LAB”

If your course will include a direct service component with a specific day and time for the service students are expected to complete, you can have this listed in the course schedule so students are aware of it when they register. The component schedule type would be listed as “off-site.” For more details about course component schedule types, visit

<http://www.du.edu/registrar/course/coursedefinition.html>. See the course listing below for an example of how this will appear to students.

HOW: Similar to adding the SL tag above, access the bulletin to make changes to your course. Once you’ve logged in and clicked on “edit course” find the “Schedule Type” section and add “off-site.” You may need to follow up with the registrar’s office and/or your department to add the specific days/times that this component should be scheduled. Once you’ve added the component, it will stay with the class in quarters/semesters/years that follow.

Class Schedule Listing

Sections Found

Spectator to Citizen: School-Based Civic Engagement - 3424 - SS 2582 - 1

Associated Term: Spring Quarter 2015
Registration Dates: Feb 13, 2015 to Mar 29, 2015
Levels: Undergraduate
Attributes: Service Learning

University Park Campus
Combined/Hybrid Methodologies Schedule Type
2.000 Credits
[View Catalog Entry](#)
[View Book Information](#)

Scheduled Meeting Times

Type	Time	Days	Where	Date Range	Schedule Type	Instructors
Class	4:00 pm - 5:50 pm	TR	Sturm Hall 358	Mar 23, 2015 - May 29, 2015	Off-Site	Cara DiEnno (P)
Class	2:00 pm - 3:50 pm	T	Sturm Hall 480	Mar 23, 2015 - May 29, 2015	Seminar	Cara DiEnno (P)

FINDING A COMMUNITY PARTNER THROUGH CCESL'S SCHOLAR SHOP OR VOLUNTEER DATABASE

If you do not have a community partner in mind, CCESL has a few programs you may be interested in exploring. First, the Scholar Shop helps connect community organizations with DU faculty and students to work collaboratively to address public problems. Community organizations submit an interest form to CCESL outlining their interests in collaborating with DU faculty and students. Faculty members can peruse this database and explore potential partnerships. The second way to explore organizations interested in partnering with DU faculty and students is to search the volunteer database, where organizations create profiles and upload opportunities for DU to participate in service at their site. The database is maintained by CCESL.

HOW: To learn more about Scholar Shop and see current partners seeking DU collaborators, visit <https://duscholarshop.com/>. To search the volunteer database, visit <https://volunteer.du.edu/> and search for organizations or opportunities by a host of different criteria (please note the volunteer platform will be moving the [The Brightest](#) in winter 2020).

SUPPORT FROM A STUDENT FELLOW (FORMERLY PUBLIC GOOD ASSOCIATE)

Student Fellows assist instructors in the planning, implementation and assessment of community-engaged learning courses (they may also support faculty community-engaged research/creative work). Faculty select a student with whom they'd like to work (can be grad or undergrad). A faculty member determines the tasks, hourly rate, and responsibilities. To request funds for a fellow, complete the application found at the link below. Additionally, DU's Office of Teaching and Learning (OTL) has a student-faculty partnership program to explore the creation of more engaging, inclusive, learning-rich environments for every student. For more details, visit <http://otl.du.edu/>.

HOW: Visit CCESL's website for more information and to access the application (https://www.du.edu/ccesl/ourwork/bridging_learning/studentfellows.html). Direct any questions to Cara DiEnno (cara.dienno@du.edu; 303-871-2158).

MINI-GRANTS TO SUPPORT YOUR WORK

Community-Engaged Learning Mini-grants are available to support opportunities for implementation of community-engaged learning projects, development of community-engaged courses/activities or instructor communities (e.g., bringing together instructors who teach similar courses to develop collaborative ideas for community-engaged activities), and professional development (e.g., conference presentations for scholarship of teaching and learning). This funding mechanism is designed to allow instructors to be innovative in developing and promoting their community-engaged learning work. Applications for Mini-grants are reviewed on a rolling basis. Additionally, DU's Office of Teaching & Learning (OTL) often has mini-grants available to support instructor innovation. Visit <http://otl.du.edu/> for more information.

HOW: Visit CCESL's website for more information and to access the application form, which outlines eligible expenses (https://www.du.edu/ccesl/ourwork/bridging_learning/minigrants.html). Once you've reviewed the application, direct any questions to Cara DiEnno (cara.dienno@du.edu; 303-871-2158).

BACKGROUND CHECKS FOR VOLUNTEERS

If students will be performing direct service, it is important to clarify with your community partners if students will be required to complete a background check. Some organizations may have a specific process for background checks while others may not. It is possible to run the checks through DU.

HOW: If you would like to conduct a background check through DU, you can do so through the Hire Right system. You will indicate that you are requesting the check for a volunteer. You will need each student's ID number and email address. You (or someone in your department/unit) will need a Hire Right login to submit the background check.

USING THE CCESL VAN FOR FIELD TRIPS

CCESL has a 12-passenger van that can be checked out for community-engaged field trips. The cost of the van is \$75/day plus gas.

HOW: Send an email to ccesl@du.edu to inquire about availability of the van for your dates and times. Alexandra will also have a van request form – to secure the van you must review the policies outlined on this document and complete and sign the form.

NEXT STEPS FOR ENGAGED STUDENTS

Have a student who is now super enthusiastic about community engagement? CCESL would love to keep them plugged in. There are many opportunities for students to continue to deepen their engaged work. You may share with students how to search for other community-engaged learning classes (see “Adding the Service Learning Attribute” section above) or hire them as a student fellow the next time you teach the class (see Support from a Student Fellow section above). Students interested in further exploring their public good identities may be interested in opportunities through the DU Grand Challenges initiative, including the DU Grand Challenges Scholars or Fellows program where students weave together academic and co-curricular learning to reflect on the role they play in working to address some of the world's most pressing problems. CCESL has many other opportunities to get involved such as with the CCESL advised student group, DU Service & Change (DUSC).

HOW: Feel free to send students to Cara DiEnno (cara.dienno@du.edu; 303-871-2158) to discuss opportunities and/or direct them to the following websites explore to the DU Grand Challenges program ([https:// grandchallenges.du.edu](https://grandchallenges.du.edu)), or explore other opportunities at <https://www.du.edu/ccesl/ourwork/galvanize.html>

SHOWCASING ENGAGED-LEARNING WORK THROUGH A MUSEUM EXHIBIT

The University of Denver Museum of Anthropology (DUMA) is a resource for faculty across campus. Museum staff are available to help you work with museum collections, create an exhibit, and develop related programming or activity. DUMA is located in Sturm Hall and includes a 720 square foot gallery for rotating exhibits. DUMA's ethnographic collection contains objects from around the world, including Africa, Oceania and the American Southwest. DUMA's archaeology collection focuses on sites from Colorado and the American Southwest.

HOW: For more information about the museum, visit <http://www.du.edu/DUMA>. You can also contact the Dr. Christina Kreps, Museum Director at ckreps@du.edu or #303-871-2688.

Last update 12/10/2020

SHARING YOUR ENGAGED-LEARNING ACCOMPLISHMENTS OR EVENTS

CCESL publishes a quarterly newsletter, the Public Good Impact. The newsletter is widely distributed both on and off campus. Faculty are encouraged to share stories of the community-engaged learning successes by submitting articles and/or photos for inclusion in the newsletter. Additionally, the newsletter can be used to share upcoming community engaged events that are open to the campus community. CCESL can also share your event information and/or accomplishments on our social media platforms (e.g. Facebook, Twitter, Instagram & YouTube).

HOW: Faculty can send an inquiry about upcoming article deadlines or send event information Maddie Duven at Madeline.Duven@du.edu; 303-871-3328). For Public Good Impact articles, please limit your story to 500 words and where possible, please include photos.