CSL CERTIFI-KIT FOR:

CERTIFICATE IN COMMUNITY ENGAGEMENT & SERVICE-LEARNING

WHAT IS IT?

The Certificate in Community Engagement and Service-Learning demonstrates that a student has significantly integrated community service-learning (CSL) into his or her postsecondary education and spent 100 hours working in and learning from community organizations.

The knowledge and experience gained through CSL are applicable to a wide range of careers, including those in non-governmental organizations (NGOs), the volunteer sector, business and government, and academic institutions.

Students in ALL undergraduate programs at the U of A are eligible for the Certificate, which is received upon graduation as an added credential to your degree and noted in the student transcript.

HOW DO I APPLY?

The Certificate is available to ALL undergraduate students across the University—regardless of Faculty or program.

Before the Certificate can be granted, and noted on official transcripts, students must apply through Undergraduate Student Services in the Faculty of Arts by the application deadline for convocation.

HOW DO I GET IT?

Students must fulfill all existing requirements for an undergraduate degree in their respective disciplines. Then, there are 2 options:

OPTION 1. Complete a minimum of 4 courses (12 credits) *and* one non-credit opportunity as follows:

- At least one CSL-designated course (CSL 100, 200, 350, 370 or 480)
- 3 courses (9 credits) from the list of academic courses offered each year by the CSL Program. Students must satisfactorily meet the CSL placement requirements of each course.
- Successful completion of one non-credit opportunity

OR

OPTION 2. Complete a minimum of 5 courses (15 credits) as follows:

- At least one CSL-designated course (CSL 100, 200, 350, 370 or 480)
- 4 courses (12 credits) from the list of academic courses offered each year by the CSL Program. Students must satisfactorily meet the CSL placement requirements of each course.

uab.ca/CSL

DEFINITIONS:

CSL-DESIGNATED COURSES *(Required for Certificate: 3 Credits)*

A CSL-Designated Course introduces and develops your understanding of CSL theory and practice while you complete more in-depth community projects. Please visit the CSL website (**uab.ca/CSL**) for a list of CSL-designated courses.

CSL-APPROVED COURSES *(Required for Certificate: 9 or 12 Credits)*

Based on criteria that include number of hours of community engagement, percentage of course grade counted toward CSL, and inclusion of assignments linking service and learning, the CSL Program offers a variety of academic courses that have integrated a service-learning component. Please visit the CSL website (**uab.ca/CSL**) for a list of available courses.

To be eligible for approval, the CSL component of the course should generally meet the following criteria:
- involve a **minimum** of 20 hours of community-engaged activity
- be integrated into the content of the course via assignments, projects, etc.

Students may apply to have a course approved at any stage in their programs; however, approval must have been granted prior to the application deadline for convocation so students may apply for the CSL Certificate as required by the Undergraduate Student Services Office in the Faculty of Arts.

NON-CREDIT OPPORTUNITY

A select but robust range of opportunities for students that entails learning across campus and the community. Please visit the CSL website (**uab.ca/CSL**) for a current list of non-credit opportunities.

To be eligible, a non-credit opportunity must meet the following two criteria:
- involve a **minimum** 30 hours of community-engaged activity;
- include a **minimum** 15 hours reflective learning component (e.g., a reflective paper or action plan; or an extensive training and mentorship component).

The CSL Program approves a variety of non-credit opportunities that can be undertaken to fulfill this requirement (e.g., the Non-Profit Board Student Internship).

Students are also welcome to submit a one-page description of a non-credit opportunity to the CSL Director for approval. Such descriptions either:
- seek approval for a community-engaged experience that has already been completed and appears to fulfill the two requirements outlined above; *OR*
- propose a future community-engaged experience

*Students must also obtain a letter from a supervisor or authority confirming the hours and nature of his/her participation.

Students may apply to have a non-credit opportunity approved at any stage in their programs; however, approval must have been granted prior to the application deadline for convocation. Students must apply for the CSL Certificate as required by the Undergraduate Student Services Office in the Faculty of Arts.

CERTIFI-KIT CHECKLIST:

PERSONAL / ACADEMIC INFORMATION	
LAST NAME:	FIRST NAME:
U OF A STUDENT ID:	DEGREE PROGRAM:

DATE COMPLETED	REQUIREMENT
	Register *intention* to apply for CSL Certificate with Undergraduate Student Services in Faculty of Arts **at beginning of program or as soon as possible.**
	Successful completion of one CSL- Designated Course (one of CSL 100, 200, 350, 370 or 480): Course Completed: CSL _____
	Successful completion of 3 or 4 academic courses with a CSL component (and CSL placement requirements) offered by the CSL Program: Course Name/No: _____Completed: _____ Course Name/No: _____Completed: _____ Course Name/No: _____Completed: _____ Course Name/No: _____Completed: _____
	Successful completion of a non-credit opportunity after receiving approval by the CSL Program (required if only completing a total of 3 courses). Brief Description:
	Meet all program requirements for respective degree (the certificate is only granted at the time of graduation from a University of Alberta degree program).
	Apply for the CSL Certificate with Undergraduate Student Services in the Faculty of Arts **prior to application deadline for convocation.** DEADLINES: ▪ **February 1st** for SPRING Convocation ▪ **September 1st** for FALL Convocation