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### *Introduction*

This document is intended to provide UNO students, advisors, faculty, and administrators with information regarding the design, structure, procedures, policies, requirements, and timelines related to the [Community Engagement Scholar Transcript Designation \(CESTD\)](#). It is not intended to be a binding agreement; rather, it is a set of foundational operating guidelines to improve the understanding of the CESTD and assist in planning appropriate coursework and service activity.

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## **Organizational Structure/Roles/Membership**

### **Administrative Home**

The UNO Office of Engagement (OE) serves as the administrative home of the CESTD. In this role, OAA maintains the CESTD website provides strategic direction, offers marketing and communication support, and serves as a conduit for communication with UNO's colleges and their deans and academic advisors.

### **Lead Executive**

The Chief Engagement Officer serves as the lead executive for the CESTD. This individual's role is to affirm policy, identify and coordinate financial support and serve as the primary communicator with the deans and other executive campus leadership. The lead executive is the last step in the appeals process for CESTD students.

### **Funding support**

Funds from the NU Foundation support the Centennial Fellow for Community Engagement (Fellow), who provides day-to-day operational oversight of the CESTD. Funds from the Office of Engagement support operational and marketing expenses. The time and effort provided by members of the Executive Committee are part of their regular duties and do not require additional funding support.

### **Executive Committee Members and Roles**

### **Centennial Fellow for Community Engagement**

The Fellow is the primary point of contact for students, faculty, and staff regarding the CESTD. Communications with the Fellow take place via the organizational email [unoengagement@unomaha.edu](mailto:unoengagement@unomaha.edu). Specifically, the Fellow serves an advisory role for students as they complete the designation's components and is responsible for maintaining the Canvas site. Site maintenance includes updates or additions to content, monitoring student submissions and their status, and using Canvas to communicate with new and current student participants. They are also responsible for updating student data and progress each semester, ongoing support for marketing and outreach to students, and ordering engaged scholar cords for graduates.

### **Part-time Staff**

In the event the number and/or needs of students signed up for the CESTD exceed the time and/or advising capacity of the Fellow and/or Executive Committee members, the Chief Engagement Officer will collaborate with the Executive Committee to determine if an additional staff member is needed.

## **Canvas**

### **Administration and Access**

The Executive Committee has administrative access to the Canvas site. The Fellow is the main point of contact and administrator for the Canvas site.

The Fellow monitors student progress and submissions and keeps track of new students. The Fellow generates a welcome email and provides new students with orientation and all necessary material. The Fellow first receives notifications when students request to join the CESTD page. Once the Fellow has received this notification, they will send out an email to the student with a greeting and information regarding the designation along with the Student Information Form. The Fellow subsequently receives notifications when the students submit material for the service learning and community-based learning components when they submit their final volunteer service hours, and when they submit reflections. The Fellow is responsible for providing support or notifying the respective Executive Committee members when a critical decision needs to be made in a particular component area or when a reflection is ready to be reviewed. Each reflection may be completed at any time following all documentation (i.e., submission) for each component (i.e., service learning is one of the components). Each student must complete the designation requirements consistent with the deadlines that align with their official graduation day. Deadlines will be identified and shared each semester through the Canvas site. The Fellow sends all deadlines and reminders through Canvas. Semester deadlines must be met to

## Examples of Service Learning

Service learning courses connect classroom learning to community-identified service. These partnerships occur with nonprofit organizations, governmental agencies, P-12 schools, and/or businesses. For a list of previous service learning courses and project descriptions, please visit this [website](#).

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- x hours are earned at UNO. If the dual enrollment service learning hours are earned at different institutions of higher education, the transfer limitation applies.

### **Appeals Process**

A student may submit an appeal for any of the transcript components. Appeals must be sent via email to [unoengagement@unomaha.edu](mailto:unoengagement@unomaha.edu). The appeal will first go to the individual or group assigned to that component (see scoring). If not resolved, it will then be moved to the entire Executive Committee for further review. The Chief Engagement Officer is the final stop in the appeal process.

### **Process for Placing Designations in Student Transcripts**

The Executive Committee is responsible for notifying the UNO Office of the Registrar when a student has completed all requirements for the Community Engaged Scholar Transcript Designation. The Office of the Registrar is responsible for designating whether a student has achieved “Engaged Community Scholar” status on their transcript. Once notated, this becomes a permanent designation on the student’s transcript.

While students may complete the CESTD anytime during their enrollment at UNO, they cannot receive the designation before they complete their degree because of the cumulative 3.0 GPA at graduation requirement. Students must complete.

and submit all CESTD requirements, including reflections and required work products for CBL, within five working days following the student’s formal graduation date to receive the official designation on their transcript. Once a student completes all components and reflections, the Executive Committee will conduct an audit to confirm that all service-based learning and CBL courses were completed with a “C” or better and that the student graduated with a cumulative 3.0 GPA or better.

Once the Executive Committee confirms that the student has completed all CESTD requirements, the Fellow provides a list of students who will graduate with the designation to the Registrar.

### **Process for Recognition of Community Engaged Scholars at Commencement**

To be recognized as a Community Engaged Scholar at Commencement (notation in the Commencement program and given cords), the students must complete the requirements for the designation based on official due dates provided in Canvas.

### **CESTD Digital Certificates**

The Registrar’s Office will also provide official digital certificates to students who have earned the CESTD. These certificates may be used as additional proof of completion on various social platforms and E-portfolios.

### **Provisional Status**

Conferral of the CESTD at Commencement should be considered provisional until all final grades are received by the UNO Registrar’s Office and the CESTD Executive Committee confirms the final eligibility of students to have the designation on their transcripts. Students will receive a Certificate of Completion letter from the Director of this program on behalf of the institution confirming their final status.

## **Student Engagement**

### **Eligibility Requirements**

- x Any student may enroll in the CESTD through Canvas
- x Students must earn a C or better in the two service learning classes as well as the community-based learning course (if applicable)
- x Students must have a minimum overall cumulative GPA of 3.0 at the time of graduation to earn the designation (confirmation through final audit)

## **Enrollment Process in CESTD**

### **Canvas**

To enroll via Canvas, the student must first have access to the Canvas course link, which is available [via the website](#). Once students click on the link, they may request to join the Canvas site. The Executive Committee and Fellow will begin the process for each new student as they join. The Canvas course link can be accessed [here](#).

### **Automatic enrollment of students with service-learning coursework:**

Automatic enrollment through a designated service learning course will take place in future semesters.

## **Communications**

### **Recruitment/Communications**

The Executive Committee and Fellow email students who are enrolled (or have been enrolled) in a service learning or community-based learning course during the fall and spring semesters. The following includes a general list of this and other outreach strategies about this opportunity.

#### **\*Strategies**

- x Email to students (fall and spring)
- x Email to faculty and other key campus contacts (fall and spring)
- x Outreach with Faculty Senate (go through Exec Committee)
- x Intentional sharing of materials (i.e., Universal Information handout) with audiences that have direct access to UNO students.
- x Social media promotions through the Office of Engagement
- x Ongoing website/Canvas content updates (as needed)
- x