



**Community-Based Learning Program**

**Cover Sheet: Course Designation Application**  
**Marshall University Community-Based Learning Program**

Name: \_\_\_\_\_ Dept/College: \_\_\_\_\_

Proposed course number and title: \_\_\_\_\_

Semester/Year in which proposed course will be offered: \_\_\_\_\_

Include a one-paragraph description of the course suitable for posting on the MUCBL website. This description should make clear to prospective students that the course will include a community-based learning component. (You may wish to look at sample course descriptions on the program website.) Continue on back if necessary.

Faculty who teach courses with a CBL-designation agree to the following program requirements for the first three times the course is offered. Thereafter, only syllabi, community partnership agreement, and pre/post-assessment materials are required. The CBL-designation will be revoked for courses that do not fulfill these requirements:

- 1) One week before classes begin, faculty will submit to the program office a **complete syllabus** and a **partnership agreement form** for every community partner involved in service projects for a given course. Forms are available in the Community-Based Learning Program office (Old Main 109) or on the program website ([www.marshall.edu/ctl/?page\\_id=39](http://www.marshall.edu/ctl/?page_id=39)).
- 2) At the end of the second week of class, faculty will administer **pre-assessment materials** to students and submit them to the program office.
- 3) At midterm, the program will conduct a midterm Student Focus Group in the class to assess effectiveness of course transition to CBL pedagogy.
- 4) At the end of the semester, faculty will administer **post-assessment materials** to students and partners and submit them to the program office.
- 5) Faculty agree to submit to the program office a copy of any **news coverage** of community-based learning projects completed during the course.

MUCBL recommends but does not require that faculty members facilitate partnership agreements between students and community partners in order to clarify expectations before the community engagement project begins.

I agree to fulfill the above program requirements:

\_\_\_\_\_ Signature

\_\_\_\_\_ Date

Submit the following materials to the Community-Based Learning Program at Old Main 109. Direct questions to program director, Damien Arthur, 696-2764 ([arthur133@marshall.edu](mailto:arthur133@marshall.edu)):

- 1) Cover Sheet (this page)
- 2) A Course Alignment Document outlining how your course meets each of the five criteria.
- 3) A working draft of
  - a syllabus that highlights/indicates the five criteria described in the Course Alignment Document
  - an assignment sheet that describes the community engagement project(s) in greater detail
  - an assignment sheet that describes a critical/reflective journal assignment.
- 4) A list of possible community partners, or types of partners, you have in mind. Note: If you have ideas but no specific community agency in mind, the Community-Based Learning office can assist you in locating an appropriate community partner(s) for the project.