



COMMUNITY ENGAGEMENT CENTER
1050 N MILLS AVE, SCOTT HALL 108
CLAREMONT, CA 91711

CEC FACULTY COURSE ENHANCEMENT AWARD (9 AWARDS AVAILABLE EACH SEMESTER)

The *Course Enhancement award* was designed to support faculty teaching Social Responsibility Praxis (SRX) courses and Faculty teaching Pitzer courses that have a community engagement component.

APPLICATION DEADLINES:

FALL APPLICATION TIMELINE | AUGUST 14TH- SEPTEMBER 5TH, 2023

We will continue to accept applications until SEPTEMBER 12TH, 2023, but awards will be given on a first come first serve basis

SPRING APPLICATION TIMELINE | JANUARY 8TH- JANUARY 24TH, 2024

We will continue to accept applications until JANUARY 31ST, 2024, but awards will be given on a first come first serve basis

AWARD DETAILS:

Faculty can apply for up to \$500 per course/section to be used to support costs related with developing and incorporating community engagement into their curriculum, including:

- Course Materials
- Guest Speakers
- Field Trip Transportation
- Events

TERMS FOR RECEIVING THIS AWARD:

- All funds must be spent within the semester they are awarded. Awards do not roll over into the next semester
- We request your support in completing our **Faculty Outtake evaluation** form at the end of EACH semester.
- We request your support in having your students and community partners complete the **Student Outtake evaluation form** and **Community Partner evaluation form**. These will be shared several weeks to the close of each semester by one of our staff.

Submit all original receipts to the CEC Office Manager, Jack Contreras, no later than two weeks to the close of each semester. Funds can be accessed through reimbursement, direct payment to vendors, or by coordinating purchases through our CEC Office Manager. For more information or questions please feel free to email them.

AWARD CLOSEOUT

FALL DEADLINE: December 18th, 2023 (to ensure things are processed before winter break)

SPRING DEADLINE: May 20th, 2024 (to ensure things are processed before the fiscal close out)

PERSONAL INFORMATION:

Full Name	
Email	
Course Name	
Semester/Year	

Partner Organization (if you know)	
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Will you be requiring any additional support related to your SRX course (ie. Finding a community partner, providing clearance for your students, etc.)

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SRX/COURSE INFORMATION:

Please provide a brief description of your course's community engagement component and the projected outcomes:

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CEA BUDGET BREAKDOWN:

Please complete the attached budget. Applications without an attached budget will not be considered.

Line Items	Description (How does this add to your course's community engagement/ SRX efforts?)	Requested Funds
<u>Materials (please list)</u>	-	
<u>Guest Speakers (please list)</u>		
<u>Events (please list)</u>		
<u>Miscellaneous (please list)</u>		

Total Fund Request (sum of all figures above) \$ _____

Indicate Other Intended Sources of Funding (if any):

FOR MORE INFORMATION ABOUT THIS AWARD:

- Email: jackie_contreras@pitzer.edu

FOR MORE INFORMATION ABOUT PARTNER CONNECTIONS AND COMMUNITY ENGAGEMENT OPPORTUNITIES:

Email: triciam@pitzer.edu or jessica_chairez@pitzer.edu