



CBL Course Designation Process for Instructors

Why CBL? One of UW-Whitewater's hallmarks is its ongoing commitment to community engagement and student success. As stated in Goal 2, Objective 2 of the Strategic Plan, UW-Whitewater is committed to "activities that enhance student learning and development" and has set a goal to "Increase student participation in High-Impact Practices (HIPs)...." Community-Based Learning (CBL) is one of these recognized high impact practices. CBL is a teaching and learning strategy that integrates meaningful community service/experiences with instruction and reflection to enrich the learning experience, teach civic responsibility, and strengthen communities. A key element in these programs is the opportunity students have to both apply what they are learning in real-world settings and reflect in a classroom setting on their community experiences. We believe that faculty and staff can play a crucial role in communities beyond campus by forming reciprocally beneficial partnerships that *Inspire, Engage, and Transform* the learning experience for UW-Whitewater students while directly benefitting the community.

CBL Designation Criteria

Links to Curriculum

- Clear evidence in the syllabus and/or other course documents of a CBL project and/or experience
- Service outcomes are listed and clearly aligned with both course learning outcomes and campus-wide CBL SLOs

Links to Reflection/Assessments

- Student reflection during and after the CBL experience
- Assessment of students' engagement in complex community topics or issues, including their personal role in such issues
- Reflection affords students the opportunity to gain understanding of multiple perspectives

Articulation of Partnership/Meaningful Service

- Commits to working with one or more community partner (school(s), non-profit(s), business(es), or an on-campus unit) in a meaningful, reciprocal partnership
- The CBL partnership leads to attainable and measurable outcomes that are valued by the community partner
- Incorporates student choice and voice related to content or process of the CBL experience

Duration and Progress Monitoring

- All students are engaged in at least 15 hours of CBL experience* (direct contact, training/prep, project work, reflection)
- On-going communication with the community partner, students, and instructor to keep all parties well informed about activities, progress, and project measures (i.e. assignments, scheduled check-in dates, etc.)

***Note: For 1- or 2- credit courses, this expectation would be reduced**

Community-Based Learning Course Designation Process



University of Wisconsin
Whitewater

Student Diversity,
Engagement and Success

Formalizing a Process for CBL Course Designation

Formalizing a process for CBL course designation provides a number of benefits to students, faculty and staff, assists us in meeting the goals of the Strategic Plan, and furthers our commitment to LEAP.

Benefit to Students:

- Make informed decisions when selecting courses.
- Honors Students may receive honors credit for CBL courses (see Honors Program Director for more information)
- Advisors will be better equipped to help students select CBL classes and explain the benefits of participating in a HIP.

Benefit to Instructors:

- Receive recognition for incorporating CBL into their courses. All CBL designated courses will receive a certificate of recognition from the CBL Director.
- More readily communicate course components to prospective students.
- CBL courses will be searchable and easier to market to future students.

Benefit to UW-Whitewater:

- CBL designation will allow UW-Whitewater to track participation in CBL and develop strategies to increase participation.
- Useful for reporting both internally (e.g. annual reports, audit and review, etc.) and externally (e.g. UW System).

Application Deadlines:

- Fall semester offerings: January 15
- Spring semester offerings: August 30

How to Apply for a New CBL Designation

Take the following steps to officially designate your class as a community-based learning (CBL) course. The CBL designation will apply to a specific instructor and their section(s) of a course offered in a specified semester.

New Application:

STEP 1: Instructor uses this Qualtrics [form](#) to submit proposal and supporting documentation.

- Indicate specific term, course, and section number(s).
- Attach a syllabus plus additional course material as necessary.

STEP 2: The proposal first goes to the Department Chair for acknowledgement; the Chair is affirming their support for this CBL offering.

STEP 3: The proposal is then reviewed by the Community Based Learning Council, which is comprised of CBL practitioners from each UWW College and chaired by CBL Coordinator.

STEP 4: If the proposal is approved, the CBL coordinator will direct the Department ADA to add the CBL designation to the course during the proofing process. The Registrar will then add the following standard explanatory note to the relevant course section(s).

- CBL Courses are designated with the letter Z.
- The Registrar's office will also create a course attribute for the CBL course sections.
- The following note will be added to the Course section: *This is a community-based learning class that will engage students in collaborative learning experiences with partner community organizations. It is possible that part of the work you perform with your community partner will occur off campus. Your professor will provide more details on the first day of class.*

Expedited Process for Renewal of CBL designation for a future semester

This procedure is to be used for a course that has already been approved as a CBL course using the process explained below:

The CBL Director will email instructors each semester to ask if a course will continue as CBL. If there are no substantive changes, all the instructor needs to do is inform the CBL Director that the designation should remain. If there are substantive changes to the course, the instructor will send an updated syllabus to the CBL Director for review.

NOTE: If a proposal is not approved, the CBL coordinator will inform the proposer and provide feedback and suggestions for revision (either immediately or for a future semester).

Contact Information

If you have any questions about the designation process, please contact:

CBL Director, Jodie Parys:

parysj@uww.edu,

or

CBL graduate assistant:

cbl@uww.edu

Our Website has a wealth of resources for you!

