BERRY COLLEGE

ACADEMIC COMMUNITY ENGAGEMENT (ACE) COURSE DESIGNATION

PROPOSAL FORM

Approved courses will be granted an ACE designation that will appear in the Title 2 section of the Registrar's Schedule of Classes. All approved courses must meet the Criteria for the ACE Course Designation, which appear at the end of this document. A course is approved only for the faculty member who submits the proposal. Other sections of the course taught by faculty who have not sought designation will not receive the designator. A faculty member need only submit the full proposal one time, since for subsequent semesters only Part A of the application is required.

**Review Process**: Faculty members should submit completed proposals to their deans who, after review, will forward them on to the Bonner Faculty Associate. After checking proposals for completeness, the Bonner Faculty Associate will forward them to the ACE FacultyAdvisory Committee. The Committee will either approve the proposal or offer recommendations for revisions. If proposals are approved, the faculty member, chair and appropriate dean will be notified by e-mail, and the Bonner Faculty Associate will communicate to the Registrar all courses and sections to have the ACE designation. (Important: Requesting ACE designation does not replace the established review and approval process for new courses.)

**Deadline**: The deadline for submission of course proposals for inclusion in the Registrar's Schedule of Classes prior to course registration is February 1 for courses that will be offered in the following fall, spring and summer semesters. However, course proposals will be accepted and evaluated on a rolling basis.

**PART A**

Course Instructor Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Course Instructor Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and e-mail \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Full Course Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Course Abbreviation/Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Credit hours: \_\_\_\_\_\_\_\_\_\_\_\_

Section Designation (if applicable):\_\_\_\_\_\_\_\_\_\_\_ Is ACE included in all sections? \_\_\_\_\_\_\_\_\_\_\_\_

When will the course be offered? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Is the course taught (check one) \_\_\_\_\_ regularly or \_\_\_\_\_on a one-time basis?

Will the course always be taught as an ACE course? \_\_\_\_\_Yes / \_\_\_\_\_ No

Has this course previously been approved as an ACE course? \_\_\_\_\_Yes / \_\_\_\_\_ No

If yes, when? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If yes, please describe any changes to the course since the last time it was taught (i.e., a change in community partner or a change in the ACE project).

**PART B** (You do not need to complete Part B if this is a resubmission of a previously approved ACE course, unless there are significant changes to the course since the last time it was taught.)

Referring to the **Criteria for the ACE Designation,** please address the following in a one-page proposal narrative. Attach your syllabus (or the one from the most recent time that the course was taught). If you are in the process of designing the syllabus, please indicate that and include portions relevant to the ACE component. Please highlight relevant parts of your syllabus to facilitate a prompt review.

1. Indicate the specific course learning objective(s) that will be addressed by the ACE component.

2. Describe the method of structured, critical reflection you will use in order to connect ACE activities to the learning objective(s) of the course.

3. Describe the ACE activities. Indicate the approximate number of hours or days of the ACE experience. There is no formal requirement, but the activity must be substantial and sustained throughout the semester. 4. Identify the community partner(s) with whom you will collaborate. How will they be involved in the planning, the process and the evaluation?

5. If applicable, describe the final product to be completed by the students. How will this benefit the community?

6. Indicate how you will assess student learning as this relates to the ACE experience. Identify what percentage of the final grade will be based on the assessment of reflection, projects and/or other relevant assignments.

Signature of Faculty Member : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department Chairs and Deans should acknowledge receipt of and support for the proposed ACE course.

Signature of Department Chair: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Comments (optional):

Signature of School or Program Dean: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Comments (optional):

**Deans: Please forward applications to Julee Tate (Bonner Faculty Associate), Box 5044**

**DEFINITION AND CRITERIA**

**Academic Community Engagement (ACE)** at Berry College honors Martha Berry’s legacy of service by fostering learning through partnerships among students and community members in Northwest Georgia and beyond.  ACE challenges students to engage in critical reflection as they pursue opportunities to apply academic knowledge in diverse community settings.  ACE may include service-learning projects, community-based research and other collaborative activities that enhance student understanding of course content and inspire responsible citizenship.

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| **Criteria for the ACE Course Designation** |
| **Student Learning Outcomes** By the end of the ACE course, students will be able to:* Apply academic knowledge and critical-thinking skills to collaborative work with a community partner on a structured project.
* Demonstrate deeper understanding of specific course content and learning objectives as these relate to the ACE experience.
* Reflect critically on the experience with community and the collaborative nature of their work with community partners.
* Envision ways in which they may make positive contributions in their communities now and in the future.
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| **ACE Experience** * Faculty will identify one or more course learning objectives that students will address through their work in the community.
* Together, the community partner and faculty member will identify relational opportunities and/or community needs and will structure an ACE experience designed to foster relationship and address identified needs.
* ACE activities will be integrated into coursework in a substantial and sustained manner throughout the course. Consequently, all students in the course must participate in the community-engaged activities.
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| **Community Partnerships*** Faculty will identify and designate one or more appropriate community partners.
* Community partners will be involved in the planning, implementation, and evaluation of the ACE experience.
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| **Reflection and Assessment*** Students will participate in structured critical reflection throughout the course; the reflection will connect ACE activities and course objectives.
* Evaluative criteria for ACE reflection will be included in the syllabi, including the percentage that reflection will represent in the final grade.
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| **Summary Presentation and Assessment*** The ACE experience will result in a summary presentation, performance, exhibition, and/or other synthesizing project completed by the students engaged in the experience.
* Evaluative criteria of the final project will be included in the syllabi, including the percentage that the summary presentation or synthesizing project will represent in the final grade.
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References:

Berea College Center for Excellence in Learning through Service (CELTS) Service Learning Course Designation Criteria. Retrieved April 1, 2016 from https://www.berea.edu/gst/course-proposal-forms/