

ExCEL Award Nomination Form

Nomination Forms for the SDSU Excellence in Community Engaged Learning (ExCEL) Award will be accepted September 1 through December 31 each year. For more information about the award, please see the Office of Academic Community Engagement (ACE) website:

<https://servicelearning.sdsu.edu/excel-awards>

* Indicates required question

1. Email *

2. Nominator Name *

This is the name of the person filling out this form.

3. Nominator Title *

4. Nominator email *

Faculty/Staff Nominee Information

In this section, provide details about the faculty and staff associated with the course/project.

5. Please identify the type of nomination: *

Mark only one oval.

Individual - I am nominating a individual faculty member for this award.

Group - I am nominating a group of faculty or an entire department.

6. Primary Faculty/Staff Contact *

Enter the name of ONE SDSU Faculty/Staff Member who will serve as the primary nominee. If the project is co-led by multiple SDSU faculty/staff, choose only one contact person.

7. Primary Faculty/Staff Contact Email *

Enter the email of the SDSU Faculty/Staff member identified as the primary contact for this nomination.

8. Number of Faculty *

Enter the number of faculty associated with this community engaged course/project.

9. Faculty Names *

List the names of all FACULTY members involved in the community engaged course/project? At least one faculty member must be identified.

10. Staff Names *

List the names of all STAFF members are involved in this community engaged course/project? If no staff members are involved, enter "NONE."

Community Partner Information

In this section, provide details about the community partner(s) associated with the course/project. These are typically non-SDSU entities, but for some courses/projects, the partner may be an SDSU auxiliary or entity.

11. Number of Community Partners

Enter the number of community partner businesses/organizations/programs affiliated with this course/project.

12. Community Partner Names *

List all community partner businesses/organizations/programs affiliated with this partnership.

13. Primary Community Partner *

If there is only one community partner, they are the default primary partner. If there are multiple community partners, please identify only ONE to serve as the primary community partner. The identified community partners may be sent a brief survey, so be sure to choose a partner that will represent the partnership well.

14. Primary Community Partner: Contact Person *

For the ONE primary or exemplary community partner, identify the contact person for that partner organization.

15. Primary Community Partner: Contact Email *

For the ONE primary or exemplary community partner, identify the contact person's email address.

16. How long has this partnership with the PRIMARY Community Partner been active? *

For the ONE primary or exemplary community partner, provide the number of months, semesters or years the specific partnership has existed.

Community Engaged Course/Project Details

In this section, provide details about the community engaged course/project.

17. Course/Project Title *

Enter the title of the course, research project/partnership, or another name that encompasses the community engaged work/project.

18. Course/Project Website (optional)

If the course/project has a dedicated website, please provide the web address.

19. Which of the following categories best describes the community engaged course/project? *

Definitions for Community-Engaged (CE) and Service Learning Course can be found here: <https://servicelearning.sdsu.edu/about>

Mark only one oval.

CELT-certified Community-Engaged (CE) or Service Learning (SL) Course

SDSU course that is not yet CELT-certified

Local, regional or international community engaged research or project that, while not tied to a specific course, allows for or supports students to co-enroll in a General Studies or department-level course that offers academic credit for the students' community engaged work.

Other:

20. Which SDSU unit hosts this course/project? *

Please indicate the college where this course/project resides. If the project resides in a unit other than a college, please name the unit in "Other."

Mark only one oval.

Arts & Letters

Business (Fowler)

Education

Engineering

Faculty Advancement & Student Success

Health & Human Services

Library

Professional Studies & Fine Arts

Sciences

Multiple Colleges/Units

Other:

21. If "Multiple Colleges/Units" was selected in the previous question, please name all collaborating units.

22. Purpose of Course/Project *

Describe in detail the PURPOSE of the community-engaged course/project.

23. Length of Course/Project *

For calculating the length of the course/project, use the number of semesters or years the specific course or project has existed (this may be different than the length of time partnering with the specific community partner).

24. Student Involvement *

Enter the total number of students involved annually.

25. Related Courses: *

List the titles of all courses linked to partnership. If there are none, please write "NONE."

26. Affiliated Research Projects *

Please describe any research projects linked to partnership. If there are none, please enter "NONE."

27. Affiliated Grants/Funding *

Please describe any strategic fundraising efforts and/or external funding (grants) related to this community engaged course/project. If there are none, please write "NONE."

28. Affiliated Endowments *

If this project is supported by any specific endowments earmarked for community engagement, please describe. If there are none, please write "NONE."

Project Impact

In this section you will provide have an opportunity to describe how the project impacts the community it serves, the students who participate, and the wider impact on both SDSU and the advancement of knowledge in general. This responses in this section are a critical piece of how nominations are evaluated.

29. Impact: Community *

Please describe the impact this project has had on the community it aims to serve. Provide specific examples.

30. Impact: Students *

Please describe the impact this project has had on the students who participate. Provide specific examples.

31. Impact: SDSU *

Please describe the impact this project has had on the SDSU campus and the advancement of knowledge in affiliated disciplines, etc. Provide specific examples.

32. Reciprocity & Mutual Benefit *

Describe specific activities and strategies are used to include community partners reciprocally for mutual benefit and collective action. In community-engaged learning, **reciprocity** and **mutual benefit** ensure that partnerships between educational institutions and communities are equitable, rather than one-sided or exploitative.

Supporting Documents & Submissions

33. Additional Details (optional)

Please provide any additional details that may help the selection committee fully understand the quality, depth and pervasiveness of this community engaged course/project.

34. Additional Submissions (optional) *

Check all that apply. Identify any additional (optional) materials you will submit in support of this nomination: College-level support of an application is not required for consideration. Email these materials to afuller@sdsu.edu. In the subject line of the email, include the word "EXCEL" and the name of the course/project listed in this application.

****Please send only one letter per category below****

Multiple letters in each of the below categories may not be read.

When sending photographs, it is preferred to have "action" photographs that show students or faculty engaged with the community partner in community engaged activities. When you send in a photograph, be sure to include a caption that identifies the who, what, where and when of the photo.

Check all that apply.

- I do not plan to submit any additional materials in support of this nomination.
- Letter of support from a Dean or college-level administrator.
- Letter of support from a college-level Honors & Awards Committee.
- Letter of support from a Department Chair or School Director.
- Letter of support from a community partner.
- Letter of support from a student or student group.
- Photograph representative of the project (with a complete caption).
- Other: _____

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