**Procedures for Tagging CEL Courses**

**What is a CEL Course?**

CEL courses offer students direct experience with issues they are studying in the curriculum, with ongoing efforts to analyze and help answer or address community questions or challenges. They may involve research to support the mission of a non-profit organization, or documenting community life to propel intercultural understanding, or applying mathematical modeling to tackle an industry question, or developing teaching materials to support a community learning goal, etc. In CEL courses, students will experience some or all of the following:

* To work collaboratively with community partner(s).
* To address an issue or a challenge that community partner(s) identify as important.
* To use academic knowledge to examine the context of the community issue identified.
* To critically reflect on the community experience.
* To engage in community-based research using academic research skills gained at Kenyon to apply to a community issue.
* To communicate academic content to the general public in effective and accessible ways.

A given CEL course may not include all of these skills or abilities, but every CEL course will engage students in some of them. In courses identified with the CEL tag, the community engaged component and the reciprocity between student learning and community benefits are a major and continuing theme. Although the subject matter of CEL courses will vary by department and discipline, the community knowledge and skills developed will be applicable in a wide variety of settings.

**What is the Procedure for Designating a Course CEL?**

The faculty member proposing the course for a CEL designation submits course materials to the Office for Community Partnerships (OCP). OCP reviews compliance of course submission with criteria established below. Upon evidence that the course complies with CEL criteria, OCP sends the proposal to CPC for final approval.

* Courses that always include a CEL component will apply for tagging once only and the course, thereafter, will be tagged each time it is offered.
* Tagging of courses that occasionally, but not always, have a CEL component will be renewed each time the course is offered with the CEL component.
* If this is a new course, note that all courses need to be approved by CPC.

<http://www.kenyon.edu/directories/offices-services/office-of-the-provost/governance/cpc/cpc-course-approval-procedures/>

* The CEL Advisory group will review the list of CEL tag courses every semester.

**Form for Tagging CEL Courses**

The instructor should provide sufficient evidence to demonstrate that CEL is a major and continuing theme in the course. Please provide a course syllabus, a course description and any other material necessary to determine that your course meet each of the following criteria:

\_\_\_\_\_ Description of the CEL component in the course syllabus

\_\_\_\_\_ Verification of collaboration with community partner(s)

\_\_\_\_\_ Evidence of connection between course learning objectives and community-

based activities

\_\_\_\_\_ Deployment of academic knowledge to engage with community project

\_\_\_\_\_ Evidence of reciprocal benefits to community and students

\_\_\_\_\_ Method for student reflection on community work

\_\_\_\_\_ Approach to be used for tracking and assessing the experience