

# Certificate in Civic Engagement and Global Citizenship

## Community Engagement Requirement

Your community engagement opportunities are intended to help you further develop your knowledge, skills, and values associated with the Certificate's learning outcomes, and to pursue the personal learning plan you developed in UNIV\*2410. They also provide an opportunity to dig deeper, ask questions, and further explore the key concepts of the Certificate by putting into practice academic material from the required and electives coursework.

## Community Engagement Criteria

*"Opportunity" refers to a unique community engagement experience, typically with a specific organization. For example, being an English Language Program Peer Helper, volunteering with a literacy program in an elementary school, and participating in a Project Serve program would be considered three different opportunities.*

- **The Certificate requires completion of a minimum of 120 hours of community engagement.**
- **You must engage in at least two (2) different opportunities.**
- **You must engage with at least two (2) different organizations.**
- **Each opportunity must involve a minimum of 20 hours of direct community engagement.** Required training and/or social activities (volunteer appreciation events and socials) are not counted in the calculation of total hours.
- **A total of 90 hours must be completed before registering for the Certificate capstone course UNIV\*4410.** A summary of the minimum 90 completed hours must be submitted via [GryphLife](#) for UNIV\*4410 faculty approval. The summary must be submitted in the semester prior to enrolling (typically the Fall).
- **While engaging in an opportunity, you must abide by the University of Guelph's policies and procedures, including [Non-Academic Misconduct](#) as outlined in the Undergraduate Calendar.**
- **If the opportunity includes travel outside of Canada, you must complete the University of Guelph's online [DepartSmart Program](#) administered by the Centre for International Programs.** University of Guelph students are not allowed to travel for institutional purposes to countries or regions where Global Affairs Canada has identified to avoid all or avoid non-essential travel. Please visit the [Government of Canada Travel Advice and Advisories](#) site for information.
- **It is your responsibility to obtain a police record check if required by the partner organization.** Student Volunteer Connections offers a bursary to help cover the cost of fees connected to volunteering (such as Police Record Checks) on a first-come-first-served basis. Visit the [Student Volunteer Connections website](#) for details.
- **You can count up to 60 hours of community engagement that was started before the first day of class for UNIV\*2410.** These hours must have been started during your university career and must meet all the other community engagement criteria above.
- **Opportunities cannot be waged or be part of a for-credit course.**

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## Community Engagement Check-In Form

To support you through your Certificate experience, please keep the Certificate faculty and staff informed of your current and future community engagement using the Community Engagement Opportunity Check-in Form located on [Certificate's GryphLife page](#).

**A check-in form must be completed for any experience that will take place outside of Canada at least four (4) weeks in advance of departure.**

It is also strongly encouraged for any opportunity that is not included on the Pre-Checked Community Engagement Opportunities List located on [Certificate's GryphLife page](#).

While the check-in form can be completed at any time, it is recommended that you complete it prior to starting an opportunity. Submitting this form allows the Certificate faculty and staff to provide guidance and feedback to you on each opportunity as it happens.

## Approval Process

90 hours required for UNIV\*4410

A summary of completed community engagement along with a detailed breakdown of associated hours must be submitted for approval to the UNIV\*4410 faculty member in the semester before you wish to take the course. This summary will be approved by the faculty member based on fit with the learning outcomes of the Certificate and on the completion of a minimum of 90 hours.

It is highly recommended that you consult with the Certificate faculty and staff throughout your Certificate experience to ensure your opportunities align with the Certificate outcomes, and ideally also with your personal learning plan. The learning outcomes will be reviewed in UNIV\*2410 and are available at [www.uoguelph.ca/civic](http://www.uoguelph.ca/civic).

120 hours required for Certificate completion

A **Certificate Completion Form** must be completed prior to applying for your Certificate. A student will not be eligible for their Certificate unless this form is completed. Details on how to complete the form will be provided during UNIV\*4410.

## Support for Identifying Community Engagement Opportunities

- The Experiential Learning Hub maintains a growing list of pre-checked opportunities. All of these opportunities will help you achieve the Certificate's learning outcome. They also have pre-calculated hours to help you with your planning. For the most up-to-date list of pre-approved opportunities, visit the [Certificate's GryphLife page](#).
- Each student enrolled in UNIV\*2410 will be added to the Student Volunteer Connections Courselink database. This database contains thematic listings of on and off campus volunteer opportunities in Guelph and the surrounding area.
- Many communities across Canada have volunteer centres that maintain databases of local opportunities. These can be a great resource for finding opportunities in your home community.
- The Certificate staff person is available by appointment to help support any Certificate student in identifying potential opportunities.

# Certificate in Civic Engagement and Global Citizenship

Resources for Current Certificate Students

[www.uoguelph.ca/civic](http://www.uoguelph.ca/civic)

- General Resources
- Links to Forms
- Community Engagement Criteria and Links
- ePortfolio Resources

Certificate Faculty and Staff

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