

CAMPUS ENGAGED LEARNING (CEL-1) REQUIREMENT GUIDELINES FOR ACTIVITY SPONSORS

The Division I Campus Engaged Learning (CEL-1) is an exciting new requirement that allows first-year students to explore, create and collaborate in new ways outside of the classroom and within the dynamic community of Hampshire College. In addition to a minimum of seven faculty-evaluated courses, students in Division I must carry out at least one CEL-1 activity that engages with fellow students and expands the ways they learn and reflect, and totals at least 40 hours. All activities must have a sponsor, involve collaborative work/learning on campus, and include systemic documentation and written reflection. Please see the CEL-1 website and the FAQs for further information.

Note: Please be sure that you are willing to make the commitment to your students and will promptly sign off on registration and verification forms as you receive them! Students and sponsors must complete the online process for ALL CEL-1 activities—It is the only way Central Records will receive and record the information.

1. Log onto the CEL-1 website: <http://CEL1.hampshire.edu>
2. Go to the “Sponsorship” tab and **add a new activity**.
Fill in the details of your activity to the best of your ability. Be sure to input the correct start and end dates, as this will prompt automatic emails about verification! Add information about upcoming meeting dates and times, if applicable. You may edit this information at any time.
3. When a student registers for your activity, they are asked to complete a **Registration Form**. You will receive an email each time a student registers for your CEL-1 activity.
*Click on your roster (👤) under the “Sponsorship” tab, click on students’ names to read their registration narratives, and **choose to confirm or decline their activity participation**. Please do this promptly! You must do this for students to be officially enrolled in the activity.*
4. Engage students in this unique opportunity you’ve provided! Support them with the CEL-1 procedure (see next page for student process) & the ethos of CEL-1.
Talk with students about creative ways they can document and collect their work. Encourage them to reflect along the way using the reflection worksheet on the CEL-1 website. Students must document their own hours and report them in their Verification narratives.
5. Within two weeks of the end of your activity, you and your students should shift their focus to the **Verification Form**. They are asked to review the work completed and the approximate number of hours spent on the activity.
*Go to the “Verification” tab and choose from your activities on the left sidebar to see that activity roster. Click on student names to review their verification narratives, input any additional comments, and **choose to confirm or decline their activity completion**.*

**** Students’ CEL-1 credit is dependent on this final Verification step. Please do this promptly! ****
Automatic emails will be sent to students and sponsors two weeks prior to the specified end date of each activity. Students’ advisors will also be made aware of the activities they are registered for, and will see sponsor verification notes.

**** If you need to change sponsor names on the website, please email CEL1@hampshire.edu ****

QUESTIONS?

Check out the CEL-1 FAQ: https://campusengagedlearning.hampshire.edu/?&CEL_m=Q

Or email: CEL1@hampshire.edu

CAMPUS ENGAGED LEARNING (CEL-1) REQUIREMENT GUIDELINES FOR DIVISION I STUDENTS

The Division I Campus Engaged Learning (CEL-1) is an exciting new requirement that allows first-year students to explore, create and collaborate in new ways outside of the classroom and within the dynamic community of Hampshire College. In addition to a minimum of seven faculty-evaluated courses, students in Division I must carry out at least one CEL-1 activity that engages with fellow students and expands the ways they learn and reflect, and totals at least 40 hours. All activities must have a sponsor, involve collaborative work/learning on campus, and include systemic documentation and written reflection. Please see the CEL-1 website and the FAQs for further information.

Remember: You may do multiple activities to meet the time requirement. Each activity requires registration and verification on the CEL-1 website. You must complete the online process for ALL CEL-1 activities—It is the only way Central Records will receive and record the information.

1. Log in and browse the database at <http://CEL1.hampshire.edu> OR if you have been involved with a great CEL-1 activity not on the website, please direct your sponsor to the *Sponsor Guidelines* to add the activity to the CEL-1 database.
2. Add activities that interest you to “My Favorites” by clicking the yellow star (★) next to the activity (this serves as a personal reminder and does not hold your spot) OR register immediately by clicking the red heart (♥) *Review the details and availability of activities BEFORE you register. Contact the sponsor at this point to find out meeting times/places, etc!*
3. **REGISTER** for the activity by going to the "Registration" tab. Click on the activity from your Favorites list on the left sidebar (✚). Answer the prompt questions. *This will initiate an automatic email to your sponsor for approval. You are not officially registered for an activity until the sponsor has logged in and approved your participation.*
4. Engage in this great opportunity! Document and reflect along the way! Keep track of your hours!
5. Within two weeks of the end of your activity, submit your **VERIFICATION** (under the "Verification" tab). Write a brief narrative about the work and the number of hours you spent working on the activity. *This will initiate an automatic email to your sponsor for approval. This is the final step for sponsors, and vital to your CEL-1 requirement completion.*
6. Use the **Reflection Worksheet** (under the "Reflection" tab) as a guide to writing about your CEL-1 experiences. Write often and save your work. *This narrative will be available to you as you write your Division I Retrospective.*

*** Be in communication with your sponsor(s) and tutorial advisor throughout this process.*

*** Your sponsor must approve your registration AND verification forms.*

CEL-1 Criteria:

- Must involve collaborative learning/making/doing
- Take place on and/or directly enhance campus life
- Total a minimum of 40 hours (by completing one or more activities)
- Include systemic documentation & written reflection

QUESTIONS?

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