

**Request for Internship or Individual Study to be considered for General Education Citizenship,  
Community, Service category**

In order for an Internship or Individual Study to be considered for approval to complete the General Education Citizenship, Community, Service category, you must read and complete this form, attach a copy of the Internship or Individual Study form, and submit it to [CCGEReview@chapman.edu](mailto:CCGEReview@chapman.edu).

Approval will only be given if this form is submitted prior to or within 2 weeks of beginning the internship or individual study. No retroactive approval will be given.

While credit is given as an internship or individual study, the focus of the work must be on service-learning, although it may also incorporate other learning outcomes. Chapman University approaches service-learning as an academic experience in which students learn from active involvement with community projects and organizations. They contribute skills and knowledge to community needs while integrating the experiential knowledge they gain with their academic studies. Service-learning helps students transcend classroom boundaries and traditional forms of learning, resulting in the development of mutually rewarding civic ties and enhanced social understanding.

Service-learning is not the same as interning to obtain job experience or providing volunteer work only. To be considered as a service-learning experience for the purpose of completing the CC category, the service in which the student is engaged must focus on community engagement AND include an academic component.

Typically, the service-learning opportunity will be with:

- a nonprofit organization,
- a community-based organization
- an educational institution, or
- a governmental institution.

In some cases service-learning may involve work that provides service to underserved populations outside of the traditional nonprofit structure. Service-learning work is unpaid.

The following will NOT be considered for CC credit:

- Work with for-profit companies (usually a .com company) will not be considered.
- Work that has no service-learning component will not be considered.
- Internships focused primarily on obtaining job skills and experience will not be approved.
- Clinical or Practicum hours in preparation for advanced graduate studies or certification are not eligible for CC status.

All CC approved internships and individual studies **must include an academic component** such as:

- a research paper
- a public presentation
- a journal
- reflection papers
- other as approved by advisor

Such academic elements are determined in consultation with the faculty academic advisor and must be described in full on the application form. The advising faculty member's signature is required.

## **How to Earn General Education Citizenship, Community, Service (CC) Through an Internship or Independent Study**

The General Education program incorporates community engagement and service in the Global Citizenship "Citizenship, Community, Service" (CC) category in order to support students in applying their academic learning to their development as global citizens.

**Academic Service Learning** is an experiential learning strategy that facilitates the integration of academic knowledge to support people and organizations in community in meaningful and reciprocal ways. Through internships and independent studies that involve service learning, students will have the opportunity to grow in character, efficacy, and application.

"Service learning is a strategy in which students have leadership roles in thoughtfully organized service experiences that meet real needs in the community. The service is integrated into the students' academic studies with structured time to reflect, discuss, and connect their experiences to their learning and their worldview" (Cipolle, 2010, p.4).

"In service-learning, students learn from active involvement with community projects and organizations. They contribute skills and knowledge to community needs while integrating the experiential knowledge they gain with their academic studies. Service-learning helps students transcend the classroom boundaries and traditional forms of learning, resulting in development of mutually rewarding civic ties and enhanced social understanding" (Chapman University, 2011).

**GE CC Category-** Students may use internships/independent studies (totaling 3 credits) to complete the GE CC category if the internship meets the approval of both the Internship Program and the Office of the Vice Provost for Undergraduate Education. This approval must be given in advance. No retroactive internship or independent study credit for this category may be awarded.

To meet the criteria for the CC category, internships and independent studies must fall within the definition of service learning focused on community and/or civic engagement

**What Counts?** In order to apply for CC credit, internships and independent studies must contain an academic component which includes intentional reflection on student's experience/worldview, and a tangible product/experience shared with the organization. Such academic elements are determined in consultation with the faculty academic advisor and must be described in full on the application form.

Academic components may include:

- a research paper,
- a public presentation,
- a reflective journal
- a website
- other approved by the academic advisor

Characteristics of Academic Service Learning:

- Mutually beneficial relationship with a service organization that meets real needs in a community

- Direct application of skills, knowledge, dispositions, as part of the service experience
- Rigorous and relevant academic component that connects service experience to learning/growth/world view. (Can be of tangible benefit to organization.)

Typically, the internship or independent study will be with

- a nonprofit organization,
- a community-based organization,
- an educational institution, or
- a governmental institution

In some cases, service-learning may involve work that provides service to underserved populations outside of the traditional nonprofit structure. Service-learning work is unpaid.

The following will NOT be considered for CC credit:

- Work with for-profit companies (usually a .com company) will not be considered.
- Applications that do not clarify an experiential service component will not be considered.
- Applications that do not clarify a strong academic component will not be approved.
- Internships focused primarily on obtaining job skills and experience will not be approved.
- Clinical or Practicum hours in preparation for advanced graduate studies or certification are not eligible for CC status.

**Credits-** The number of Credits that can be allocated for service-learning CC credit is determined as follows:

- Internships: 1 credit is given for every 40 hours of work: hours working on-site and working on the academic component.
- Individual Studies: 1 credit is the equivalent of 45 contact hours per semester. Contact hours include time on-site, meetings with advisor, and/or research and preparation of academic component(s). **Allocation of hours should be clarified explicitly in application.**

**Independent Study-**Steps to Apply for an **Independent Study** with CC GE Credit:

- (1) Complete an [Independent Study and Research Form](#) through the Registrars Office.
- (2) Fill out the [Internship/Individual Study for GE Citizenship, Community, Service Request Form](#)
- (3) Email [CCGEReview@chapman.edu](mailto:CCGEReview@chapman.edu) with your Independent Study and Research Form, and your Internship/Individual Study for GE Citizenship, Community, Service Request Form.
- (4) Follow up with the Registrar's Office to ensure that your CC credit application was received and approved for CC GE Credit.

**Internship-** Steps to Apply for an **Internship** with CC GE Credit:

- (1) Complete an Internship Application on [Chapman's Career and Professional Development Center's Portal Handshake](#)
- (2) Fill out the [Internship/Individual Study for GE Citizenship, Community, Service Request Form](#),
- (3) Email [CCGEReview@chapman.edu](mailto:CCGEReview@chapman.edu) with your Independent Study and Research Form, and your Internship/Individual Study for GE Citizenship, Community, Service Request Form.
- (4) Follow up with the Registrar's Office to ensure that your CC credit application was received.

**Questions-** For additional questions and support, please contact Director of General Education, Richard Ruppel at [ruppel@chapman.edu](mailto:ruppel@chapman.edu).

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General Education Citizenship, Community, Service category**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Student ID: \_\_\_\_\_ Chapman email: \_\_\_\_\_

Type of course:    Internship                      Individual Study

Course number/title: \_\_\_\_\_

Enrollment date: \_\_\_\_\_

Faculty Advisor (Please Print): \_\_\_\_\_

Describe how the work to be completed as part of the Internship or Individual Study meets the Citizenship, Community, Service learning outcome: Student engages in the theoretical or applied aspects of political, civic or social engagement in group affiliations. (Attach separately if needed)

Describe below the academic component that will be required to fulfill this internship or individual study. For individual study, describe how the hour requirement for the course will be allocated between service and academic components.

***Attach the completed Individual Study and Research Form or the full Internship Application Form when submitting to [CCGEReview@chapman.edu](mailto:CCGEReview@chapman.edu).***

Student's Signature: \_\_\_\_\_

Faculty Advisor's Signature of Approval: \_\_\_\_\_