

# COMMUNITY-BASED LEARNING DESIGNATION PROCESS

Fall Courses due February 1

Spring Courses due October 1

Verify course satisfies CBL criteria

Rubric

Designation Form

Submit completed CBL Designation Form to [cbinfo@uwp.edu](mailto:cbinfo@uwp.edu)

Include required signatures & supporting documents

CBL Steering Committee reviews submission

Committee sends approval email

If not approved, committee will send back with recommended revisions

Submit Course & Curriculum [Change Form](#)

**To receive \$500 stipend for teaching a CBL course, you must also:**

1. Ensure students complete the end-of-semester CBL survey
2. Complete the CBL faculty evaluation & course assessment

If you have any questions before or during the designation process, please contact Faculty Director, Penny Lyter, at [lyter@uwp.edu](mailto:lyter@uwp.edu), or Community Engagement Specialist, Amy Garrigan, at [garrigan@uwp.edu](mailto:garrigan@uwp.edu).

We are here to help you throughout the process!

For more information please visit [uwp.edu/learn/departments/cbl](http://uwp.edu/learn/departments/cbl)

UW-Parkside Alan E. Guskin Center for Community & Business Engagement