

# CBL COURSE DESIGNATION PROCESS FOR INSTRUCTORS

## DEADLINES FOR SUBMISSION

Courses taught in Fall: **March 1**

Courses taught in Spring: **October 1**

### Why CBL?

- The Wisconsin Idea: the education, research and expertise of the university should benefit communities beyond the campus borders
- Community-Based Learning (CBL) is a high impact practice that helps improve student retention and graduation rates
- CBL uses meaningful community service and real-world experiences to apply and reinforce course concepts
- CBL prepares students to become civically-engaged citizens after graduation

### Why apply for official CBL designation?

- Students can more easily find the course through SOLAR and while browsing the catalog
- Community & Business Engagement staff can better assist you throughout the CBL experience
- Students and advisors can more easily find courses that count toward the Community Engagement Certificate
- Faculty are eligible for a \$500 stipend for teaching an officially designated CBL course and completing the CBL assessment at the course's conclusion

**In order for a course to be officially designated as a CBL course, it must be approved by the department chair, CCC\* and the CBL Steering Committee.**

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 Manager, Amy Garrigan, at [garrigan@uwp.edu](mailto:garrigan@uwp.edu).  
We are here to help you throughout the process!

### TO APPLY FOR CBL DESIGNATION:

**Step 1:** Confirm proposed course meets definition of community-based learning by reviewing the established criteria. See the [Community-Based Learning Designation Form](#) and [CBL Assessment Rubric](#) for more details.

**Step 2:** Complete and submit the *CBL Course Designation* form along with the proposed course syllabus and other supporting documents regarding the CBL project/assignment to [CBLinfo@uwp.edu](mailto:CBLinfo@uwp.edu). Please be sure both you and your department chair sign the form before submitting.

**Step 3:** The Community-Based Learning Steering Committee will review the request and notify you and your department chair of the decision, either approving the request or recommending changes.

**Step 4 [for "Ongoing" courses only!]:** After approval by the CBL Steering Committee, please submit the [course and curriculum change form](#)\* with supporting documentation (syllabus, committee approval email, etc.) to the Course and Curriculum Committee (CCC) indicating the request for CBL status. If approved by CCC, the CBL designation will be added to the Solar system.

**Step 5:** If a course is approved for **ongoing** CBL designation, it will go through an expedited review process every three (3) years. Courses designated as "**one-time**" CBL will require a resubmission of the designation request if taught again as CBL.

\*CCC approval needed ONLY for ongoing designations. Courses submitted for one-time designation do NOT need CCC approval.