



## Program in Community Action and Public Policy Handbook

ACADEMIC YEAR 2009-2010



"Never doubt that a small group of thoughtful, committed citizens can change the world. Indeed, it is the only thing that ever has."  
- Margaret Mead

*The Holleran Center for Community Action and Public Policy* is a multidisciplinary academic center that advances teaching, learning, research and community collaborations to create more just and equitable communities. The Center programs cultivate intellectual and ethical judgment and prepare students for lives of civic engagement and leadership.

Created in 1996 and supported by generous gifts from Jerry and Carolyn Holleran '60, the Center builds community partnerships; supports student-faculty-staff educational and research initiatives; and encourages the detailed analysis of local, state, and national public policies. The Center administers three programmatic areas at Connecticut College: Community Partnerships; Community Learning Pedagogical and Research Development; and the certificate Program in Community Action (PICA).

Holleran Center scholars earn a Certificate in Community Action and Public Policy at graduation by successfully supplementing their major with the Holleran Gateway course, the Junior and Senior Seminars, and four additional courses which expand their understanding of their topic; a college-sponsored summer internship; and a senior integrative project.

# **Holleran Center for Community Action and Public Policy**

## **Certificate Program in Community Action and Public Policy (PICA)**

Handbook 2009-2010

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## I. APPLICATION INFORMATION

Interested sophomore students submit applications to the Holleran Center in the fall. The deadline for applying in the 2009-2010 academic year is **Monday, November 16, 2009 by 5:00 pm.**

### **Steps in the Application Process:**

*Attend one of the application meetings and submit the statement of interest form.* Applying students complete the Statement of Interest at the application meeting. This does not commit students to proceed with the application process.

*Meet with PICA application advisor.*

The Holleran Center staff assigns each applicant to a faculty member who serves on the Steering Committee of the Holleran Center. These faculty members will be able to answer questions about the program requirements, give advice about the application procedures, and provide helpful feedback on the application essay. Students should contact their application advisors by **October 7** to schedule a meeting to discuss their proposal. A first rough draft must be submitted to the application advisor by **October 23. Students may only apply to one academic center.** We expect students to make the decision about their intention to apply to the Holleran Center by this rough draft due date. For the final application, students must obtain the signature of their Holleran Center application advisor signifying this faculty member's involvement in the application process. Applications without the signature of the Holleran Center application advisor cannot be considered by the Steering Committee.

*Request letters of recommendation from a Connecticut College faculty member and a community member.*

Each application must include two letters of recommendation, one from a Connecticut College faculty member and one from a community member who has supervised the student's work outside the classroom. This work may have been as a volunteer or as a paid employee.

*Obtain an official transcript or grade report.*

Transcripts and grade reports are available at the Office of Records and Registration at no charge to students.

*Submit 3 copies of the completed PICA application.*

*A student must have his or her application advisor's signature on the PICA application, in order to submit the application for consideration by the Steering Committee.*

A completed application consists of the following six elements:

1. Application form (Downloaded from E-portfolio)
2. Essay, typewritten, double-spaced, 3 to 5 pages in length
3. Letter of recommendation, Connecticut College faculty member
4. Letter of recommendation, community member
5. Transcript or grade report
6. Resume

The Holleran Center Steering Committee reviews all applications. Students will be notified of acceptance into the program by December 15, 2009.

## II. REQUIREMENTS FOR THE CERTIFICATE PROGRAM IN COMMUNITY ACTION

### A. Multidisciplinary Coursework including the sophomore PICA Gateway Course

PICA scholars complete five core courses from different departments that relate to the community issue they have chosen to study. These courses include the PICA sophomore Gateway Course, CA 201. While enrolled in the gateway course, PICA students participate in a 2-credit community-learning seminar, CA 201A. Only one of the core courses can be at the 100-level, only one can come from the student's major department, and only one can be taken pass/fail. Courses taken prior to being accepted into PICA and courses taken while on study away can be counted towards the requirement. PICA scholars who are double majors may count two courses from their majors. Interdisciplinary majors may also count two courses from their major. Courses taken for a minor may also be counted. Students with questions concerning coursework should speak with the Holleran Center staff.

### B. E-Portfolio

Keeping a record of all PICA activities through the E-portfolio program is an important part of the PICA experience. The E-portfolio facilitates the search for an internship, keeps track of completed program components, and is an effective way to communicate with the staff of the Holleran Center. PICA scholars complete E-portfolio training and acquire the skills necessary to keep the E-portfolio updated. This method of personal record keeping prepares students for the development of their resume and provides a cohesive way to tie the components of the PICA experience together. **PICA scholars must complete all CELS E-portfolio training workshops and maintain an up-to-date E-portfolio.**

### C. Junior Seminar

Juniors enroll in the two credit course, CA 301/302. This course is designed to provide Holleran Center scholars with an

opportunity to further develop their knowledge and skills in community action. Students will engage in a service-learning or action research project in the local community connected to their main focus of study within the PICA program. This course will be offered both semesters, and PICA scholars will be required to participate for at least one semester of their junior year.

#### D. Internship Requirements

PICA scholars complete a 320 hour internship during the summer between their junior and senior years. This provides students with opportunities to apply their knowledge and skills and deepen their internship experience. Students gain a broader understanding of community issues and develop contacts within their field. The faculty and staff of the Center and the CELS staff are eager to work with students to find and secure a dynamic internship. Internship hours should be completed at one internship site to maximize student learning.

Connecticut College awards each PICA student one \$3,000 stipend to fund living and travel expenses if the internship employer does not have stipend resources. The internship stipend that students receive is taxable income. Students receiving financial aid should consult the Financial Aid Office to see if the internship stipend will affect their status.

PICA Scholars must complete the following program requirements and paperwork by April 30, 2010 in order for the Holleran Center to issue stipend checks:

1. Successful completion of the PICA gateway course;
2. A Senior Integrative Project Approval Form completed by the student and signed by a faculty member in the student's major department;
3. At least three core courses; and
4. Completion of all CELS-related requirements and paperwork.

The Holleran Center recognizes that extenuating circumstances do arise. Therefore, if a student is unable to meet the May 1 deadline, he or she must meet with Holleran Center staff and arrange to complete all requirements. **If a student fails**

**to complete the requirements noted above by June 1, the student will forfeit the entire internship stipend.**

#### E. Senior Integrative Project

PICA scholars complete a senior integrative project (SIP), either an individual study or honors thesis, which examines a particular community issue and connects to the student's PICA interest. Individual studies completed during the fall semester must be submitted by December 16 and individual studies completed during the spring semester must be submitted by May 17. Completed honors theses are due on May 6. The final grade for the senior integrative project is the responsibility of the faculty member who is advising the honors thesis or independent study, not of the PICA faculty.

A third option is available for students interested in integrating their PICA program of study with a 400 level seminar. Students who choose this option will work with the instructor of the seminar to develop a capstone project that links their PICA coursework and internship to independent research and the course requirements. Students interested in completing a capstone course should meet with the staff of the Holleran Center to discuss the third option.

#### F. Senior Seminar

Senior scholars enroll in two one-credit courses, CA 401 and 402. The staff and faculty of the Holleran Center design and teach this seminar. As part of the seminar, the seniors lead in class panel discussions and prepare conference papers, handouts, and group presentations for the annual Holleran Center Conference and Banquet on Saturday, March 6, 2010. Scholars describe the community challenges and issues they have examined and present on their internship experiences and Senior Integrative Project findings. In addition, seniors are required to complete an Internship Reflection Essay and in class presentation. **Seniors who have failed to complete their requirements, with the exception of ongoing courses, by the week before Spring Break in their year of graduation will be ineligible to continue in the certificate program.**

#### G. Grades

Beginning in the spring semester of sophomore year, PICA students are required to maintain a 3.0 GPA.

#### H. Advising

Once students have been accepted into the program, they will be assigned a PICA advisor. These Holleran Center staff/faculty members will help facilitate PICA scholars' development and progress in the program. Students are expected to meet with their advisor to discuss their PICA plans and progress at least once per semester.

### **III. PICA TIMELINE FOR ACADEMIC YEAR 2009-2010**

#### **SOPHOMORE YEAR TIMELINE**

##### **September – May**

- Complete all CELS-related requirements and paperwork.

##### **October 7**

- Meet with assigned Holleran Center faculty advisor by this date to discuss the application process, internship proposals, and the senior integrative project.

##### **October 23**

- Submit first rough draft to application advisor.

##### **\*November 16**

- Submit 3 copies of the final application to the Holleran Center office

##### **January-May**

- Attend and complete the Gateway four-credit course (CA 201) and the connected Community Learning two-credit course (CA 201A).
- Complete all required E-portfolio workshops through the CELS office. Consider study away/study abroad plans and select workshops accordingly.
- Enroll in the Junior Seminar if you are not studying away first semester.
- Meet with Holleran Center Associate Director to plan Junior Seminar Community Learning Placement.

##### **March 6**

- Attend Holleran Center Senior Conference and Banquet.

## **JUNIOR YEAR TIMELINE**

### **September-November**

- Discuss internship ideas with the Associate Director and with the major advisor.
- Attend internship and SIP planning meeting with the Holleran Center staff (date TBD).
- Enroll in the Junior Seminar if you did not complete the course during the first semester.
- Explore fellowship and scholarship opportunities.

### **September-May**

- Complete all CELS-related requirements.
- Participate in either the fall (recommended for students not studying away) or the spring PICA junior seminar.
- Complete at least 3 of 5 PICA courses prior to internship.
- Enroll in the Senior Seminar.
- Finalize internship selection.

### **November 9**

- Consult major advisor regarding an independent study or honors study for the senior year and clarify all departmental procedures and requirements.

### **November 18**

- Submit the Internship Worksheet (for those taking the Junior Seminar first semester).

### **February 10**

- Submit the Internship Worksheet (for those taking the Junior Seminar second semester).

### **March 6**

- Attend Holleran Center Senior Conference and Banquet.

**\*April 30**

- Deadline for submission of the senior integrative project approval form and completion of all CELS internship requirements. Students will receive the internship stipend when all paperwork and program requirements have been completed.

**Please note that if a student fails to complete the requirements noted above by June 1, the student will forfeit the entire internship stipend.**

## SENIOR YEAR TIMELINE

### September-May

- Complete any remaining CELS-related requirements.
- Conduct independent study, honors study or capstone course for the senior integrative project requirement.
- Participate in the PICA senior seminar and complete all seminar requirements.

### September 17

- Submit Internship Reflection Essay and upload it into E-portfolio.

### \*December 16

- Students completing fall semester independent studies or capstone projects should submit written work to Holleran Center.

### March 6

- Participate in senior collaborative project: Holleran Center Conference and Banquet.

### March 12

- **Seniors who have failed to complete their requirements, with the exception of on-going courses, by the week before Spring Break in their year of graduation will be ineligible to continue in the certificate program.**

**\*May 6**

- Seniors participating in Honors Studies should submit written work to Holleran Center.

**\*May 17**

- Students completing spring semester independent studies or capstone courses should submit written work to Holleran Center.

**May 22**

- Attend the Holleran Center PICA Certificate Ceremony.

\*Due to the Holleran Center office.

#### IV. Holleran Center Faculty and Staff

Name Title	Phone	Box	E-mail
Sunil Bhatia <i>Director of the Holleran Center</i> <i>Associate Professor of Human Development</i>	x5078	5474	ssbha
Tracee Reiser <i>Associate Director of the Holleran Center</i> <i>Associate Dean of Community Learning</i>	x2105	5323	tlrei
Rebecca McCue <i>Associate Director of the Holleran Center</i>	x2596	5277	ramcc
Jessica Mulligan <i>Mellon Postdoctoral Fellow</i>	x5213	5277	jmulliga
Kiesha Henry <i>Staff Assistant</i>	X2603	5277	khenry



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