



Beyond the Classroom

Living-Learning Program



BTC CIVIC ENGAGEMENT REQUIREMENT GUIDELINES

Beyond the Classroom is a program for student leaders who are actively engaged in their community. Thus, a major component of the BTC program is to provide opportunities for civic engagement, and to also recognize students for the civic leadership activities in which they are already engaged.

You will notice that BTC 3-credit classes do not generally meet for a full 3 hours per week; this is to provide BTC students with additional time to participate in civic engagement opportunities on and off campus outside of classroom hours (we’re not called “Beyond the Classroom” for nothing!).

The goal of this Civic Engagement Requirement is not to burden you with extra busy work or more hoops to jump through; the goal is to provide a structured, supportive environment for you to actively engage with your community and with the concepts you encounter in your BTC classes and elsewhere. If you ever have questions or concerns about what activities “count” towards this requirement, please contact the program staff and we will be glad to assist you.

For each of the semesters in which you are a BTC member, you will complete the following Civic Engagement Requirement as part of your BTC membership:

Part I: Core Civic Engagement Requirement:

1. One BTC civic engagement event
2. One BTC civic learning event
3. One BTC peer engagement/professional development event
4. BTC Civic Leadership Forum participation

Part II: Supplemental Civic Engagement Requirement:

5. Thirty (30) hours total from among the below categories:

A. BTC civic learning/engagement events
B. BTC peer engagement/professional development events
C. BTC support and promotion
D. BTC blog post
E. BTC Research & Action Team membership
F. BTC internship
G. BTC capstone project
H. Student-led documentary screening
I. Professional development
J. Non-BTC civic learning/engagement
K. Study abroad



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Category descriptions:

A. BTC civic learning/engagement events

- *Description:* A civic learning/engagement event or activity sponsored or co-sponsored by BTC. Students may include travel time to/from off-campus BTC events in their number of hours being claimed. Civic learning events center primarily on learning from experts (guest lectures, documentary screenings, etc.); civic engagement events center primarily on active engagement, service, or volunteerism (such as volunteering at a homeless shelter, attending a rally, etc.).
- *Note:* BTC students may claim Civic Engagement Hours for enrollment in BTC Experiential Learning Seminars (“A World Fit for Children?”, “Beyond Study Abroad”, etc.). 3-credit students may claim 30 hours towards the Civic Engagement Requirement; 2-credit students may claim 20 hours; 1-credit students may claim 10 hours. Auditing students and BTC students who are not enrolled in the seminars may claim the number of hours equivalent to the number of seminar sessions attended. 1-credit and 2-credit students may claim additional Civic Engagement hours if they attend more sessions than is required at their credit levels.

B. BTC peer engagement/professional development events

- *Description:* Any event or activity sponsored by BTC for the purpose of encouraging socializing and/or mentoring between BTC members and alumni, or for the purpose of fostering students’ professional development. Examples include attending BTC Coffee Hours, the BTC Internship Roundtable, BTC Alumni Panels, BTC Professional Development Workshops, etc.

C. BTC support and promotion

- *Description:* Any activity to support or promote BTC. This may include: event planning with BTC staff, event set-up/clean-up, serving as a BTC Ambassador to the UMD community to recruit new members, supporting BTC social media management, working with BTC staff to co-sponsor an event with another organization, etc.

D. BTC blog post (*Note: up to 10 hours; 1 post = 2 hours*)

- *Description:* A blog post of at least 500 words on any civic issue and/or about any BTC event or activity. At least one image (photo, infographic, or other) must be included—this must be an image that you created or that you have the right to use.

E. RAT membership (*Note: up to 25 hours*)

- *Description:* Membership in and activities for a BTC Research & Action Team (RAT). All members are expected to dedicate at least 1 hour per week to RAT activities (15 hours per semester minimum). BTC staff must approve of all new RAT membership requests.

F. BTC internship

- *Description:* All BTC students complete an internship as part of the program. This internship must be approved in advance by BTC staff, and UNIV 326 must be taken concurrently or in the semester immediately after the approved internship. The 30-hour Supplemental Civic Engagement Requirement is automatically fulfilled during the semester when a BTC student is completing a required internship. Only one internship can count as the “BTC internship”.

G. BTC capstone project (*Note: up to 20 hours*)

- *Description:* The capstone project that BTC students complete in the 3rd semester (UNIV 389) course. Students should expect to spend a significant amount of time outside of class working on their capstone project with their peers.



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H. Student-led documentary screening (*Note: up to 6 hours*)

- *Description:* BTC students may request to borrow a documentary from BTC's DVD library and then may watch the documentary together with other students. BTC students should discuss the documentary together after they have watched it. At least two BTC students must be present at a student-led screening for the hours to be claimable.
- *Reflection Requirement:* Any BTC student who wishes to claim Civic Engagement hours from a student-led documentary screening must write a 500-word document, consisting of: a 250-word summary of the documentary and the student discussion, and a 250-word reflection on the documentary and how it relates to the student's personal/professional interests.

I. Professional development (*Note: up to 10 hours*)

- *Description:* Professional development is an essential component of BTC, and students are therefore strongly encouraged to independently pursue professional development opportunities such as: attending job/internship fairs, attending career workshops at the UMD Career Center or elsewhere, attending networking events, etc. Student-initiated career development activities such as arranging informational interviews with working professionals are also encouraged. Students may **not** include travel time to/from professional development activities in their number of hours being claimed.
- *Reflection Requirement:* Any BTC student who wishes to claim hours in this category must write a 250-word reflection on each experience claimed.

J. Non-BTC civic learning/engagement (*Note: up to 15 hours*)

- *Description:* BTC students are expected to serve as active members in the UMD community and beyond. Therefore, BTC will encourage and recognize students' participation in non-BTC activities that are related to civic engagement and/or social change. These experiences may be gained through any means: student group activities, events/activities for other UMD programs and departments, work/internship/volunteer experiences, etc. Students may **not** include travel time to/from non-BTC activities in their number of hours being claimed.
- *Reflection Requirement:* Any BTC student who wishes to claim hours in this category must write a 250-word reflection on each experience claimed.

K. Study abroad

- *Description:* BTC students are expected to develop themselves as active global citizens who have knowledge and skills to work effectively across cultures. Therefore, BTC will encourage and recognize students' participation in study abroad programs.
- *Reflection Requirement:* Any BTC student who wishes to claim Civic Engagement hours in this category must write a blog post about the experience, describing and reflecting on any aspect of the experience and connecting the experience to one or more civic issues the student has learned about/engaged with through BTC. Students are particularly encouraged to frame their reflection in the contexts of concepts such as "global citizenship" and "global civic engagement". Minimum of 500 words; at least 1 photo must be included.
- **Note on hours credited:**
 - i. *Fall/Spring Semester:* Students who spend a semester abroad in a program approved by UMD are exempt from all Core and Supplemental Civic Engagement Requirements for that semester. Blog post due during the semester abroad.
 - ii. *Summer/Winter:* Students who spend a summer or winter in a study abroad program approved by UMD may claim 15 hours towards the Supplemental Civic Engagement



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Requirement for the semester immediately after they return from study abroad. Blog post due during the semester after the study abroad program.

- iii. *Spring Break*: Students who spend spring break abroad in a program approved by UMD may claim 30 hours towards the Supplemental Civic Engagement Requirement (thus fulfilling the Supplemental Requirement entirely; please note that such students must still complete the Core Civic Engagement Requirement for the semester). Blog post due before the end of the spring semester.



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BTC CIVIC ENGAGEMENT REPORT

Name: _____

Date: _____

PART 1: CORE CIVIC ENGAGEMENT REQUIREMENT

1 BTC civic engagement event		<i>Date:</i>	
<i>Event description:</i>			
1 BTC civic learning event		<i>Date:</i>	
<i>Event description:</i>			
1 BTC peer engagement/professional development event		<i>Date:</i>	
<i>Event description:</i>			
BTC Civic Leadership Forum participation			
<i>Presentation topic:</i>			

PART 2: SUPPLEMENTARY CIVIC ENGAGEMENT REQUIREMENT (30 HOURS)

(Reminder: Events listed in Part 1 above cannot be claimed in Part 2.)

Activity Description:			
<i>Category (letter):</i>		<i>Date(s):</i>	<i>Hours:</i>
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Activity Description:			



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Activity Description:			
<i>Category (letter):</i>	<i>Date(s):</i>	<i>Hours:</i>	

Total hours claimed: _____