

CHAMPLAIN REGIONAL COLLEGE
OF GENERAL AND VOCATIONAL EDUCATION



***Institutional Guideline for the
Recognition of Student Involvement***

December 2005

This guideline was approved by DGAC on December 6, 2005.

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1. PURPOSES OF THIS GUIDELINE

The purposes of the Institutional Guideline for the Recognition of Student Involvement are

- to define the notion of recognition of student involvement and the areas in which this involvement can take place;
- to outline the conditions for submitting requests for recognition of student involvement;
- to establish the criteria used to evaluate student requests for recognition of student involvement;
- to provide tools for presenting and evaluating requests for recognition of student involvement;
- to indicate how accepted requests for student involvement will be recorded on the *Bulletin d'études collégiales*;
- to attest how Champlain Regional College assumes its responsibility with regards to the recognition of student involvement.

2. GOALS OF THE RECOGNITION OF STUDENT INVOLVEMENT

In the larger context of student success, the goals of recognizing student involvement are to

- a) maintain and/or develop a stimulating and motivating learning environment that will increase a sense of belonging for students and consequently increase retention rates;
- b) encourage students to acquire new skills, aptitudes and attitudes which will help them become better persons and citizens;
- c) provide an opportunity for students to define and evaluate personal objectives;
- d) provide the College and students with a tool that can be used to complement the educative goals of the latter and the mission of the College;
- e) provide universities and potential employers with a better and more comprehensive description of students' competencies and skills by indicating examples of student involvement on the *Bulletin d'études collégiales*.

3. DEFINITIONS

3.01 Student involvement

In the context of the present Guideline, student involvement is a prolonged, personal and volunteer commitment to an activity or project related to one of the areas listed in 3.02. There are two major types of involvement: contributing involvement where a student exercised a certain level of responsibility that helped him/her acquire or develop new skills, and, participative involvement where a student participant made a significant contribution within an activity. Student involvement does not have to be related to an activity sponsored by the College and it can occur outside of Québec.

3.02. Areas

The seven (7) areas in which students' involvement can be recognised are as follows:

- a) **Society and Community** for student involvement aimed at improving the quality of people's lives in a spirit of compassion, solidarity, community or at improving the social awareness and attitude of a specific group;
- b) **Entrepreneurship** for student involvement focused on the development and/or on the implementation of a business project;
- c) **Science and Technology** for student involvement focused on a scientific or technical project, experiment or topic;
- d) **Academic** for student involvement in helping other students to succeed, success at promoting academic topics or at achieving higher standards for oneself ;
- e) **Politics** for student involvement which promotes student interests and rights or for organisations of or the participation in local, provincial, national or international political activities;
- f) **Sports** for student involvement that consisted of organising or participating in a structured sports activity;
- g) **Culture and Arts** for student involvement that leads to the creation or the presentation of a cultural or artistic event or project.

3.03. Official Recognition

An accepted request for student involvement will generate an official College entry permanently recorded on the student's *Bulletin d'études collégiales* in the format prescribed by the Ministry. Each recognition entry on the student's *Bulletin d'études collégiales* will state the area in which the involvement took place, a reference with regards to the location of the activity and the semester for which it was recognised.

3. CONDITIONS

- a) Student personal involvement in an activity or project must have lasted for at least 60 hours over a maximum of two semesters.
- b) Only students with full-time status and having passed at least 50% of their courses are eligible for recognition during a given semester.
- c) Paid activities or those leading to credits cannot be accepted unless the involvement has greatly and clearly surpassed the credits or monetary compensation received for the activity.
- d) Activities completed during a semester for which the student was not registered (e.g. summer) are admissible only if they are related to college activities or events.
- e) Students must fill out and submit a request form provided by the College for each request for recognition.
- f) Students must provide a completed reference form for each request of recognition.
- g) It is possible to ask for recognition of student involvement in multiple areas for a given semester, but the time allotted to an activity cannot be recognised more than once.
- h) Requests for recognition of student involvement must be completed and submitted to the College within three (3) months of the end of the activity.
- i) An exception will be made for the 2005-2006 academic year, all requests for student involvement which took place during the fall 2005 semester will be eligible for consideration until the end of April 2006.
- j) Requests related to past semesters are evaluated within four weeks of their reception. All other requests will be evaluated within the first six (6) weeks of the following fall or winter semester.

4. CRITERIA

The criteria used to recognise student involvement are

1. the achievement of personal objectives,
2. the participation level,
3. the knowledge acquired,
4. the skills acquired or developed,
5. the personal attitudes enhanced or acquired,
6. the responsibilities and leadership exercised.

In order to be granted recognition for their involvement in a project, students will have to demonstrate

- a significant level of participation in the activity,
- the acquisition or development of new knowledge, skills and attitudes,
- in the case of a contributing involvement, the successful exercise of appropriate responsibilities during the project.

6. PROCEDURE

For each request of recognition of student involvement,

- a) The student completes a Student Involvement Request Form,
- b) The student ensures that a referee complete a Reference Form,
- c) The student submits the two completed forms to the person responsible at his/her campus within the prescribed deadline,
- d) The person responsible for the Recognition of Student Involvement verifies its conformity and completeness within two (2) weeks of its reception and informs the student of the outcome of this verification,
- e) The student has an additional two weeks to complete his/her request if it was deemed non conforming or incomplete,
- f) The person responsible for the Recognition of Student Involvement evaluates each request within four (4) weeks if it is related to the prior semester and within the first six (6) weeks of the following fall or winter semester at the latest if it is related to the current semester.
- g) The person responsible for the Recognition of Student Involvement sends a written decision (letter or e-mail) to the student for each request evaluated including the reasons of refusal if applicable.
- h) The student may appeal the first decision to the Campus Director within four (4) weeks of issue of the refusal,

- i) The decision on an appeal will be rendered within two (2) weeks of receipt of the additional information from the student,
- j) The final decision on each appeal will be transmitted to the student in writing (letter or e-mail).

7. RESPONSIBILITIES

- a) Students are responsible for
 - completing the Student Involvement Request Form and,
 - ensuring that the referee completes the Reference Form,
 - submitting both forms to the person responsible at his/her campus,
 - providing additional information if required.
- b) The person responsible for the Recognition of Student Involvement will
 - ensure the verification and the evaluation of student requests as per this Guideline,
 - make recommendations for recognition of student involvement to the Director of Student Services,
 - inform students of the status of their requests,
 - ensure the filling of all the documentation received and issued in the student individual files for further reference.
- c) The Director of Student Services will
 - accept or refuse the recommendation made by the person responsible for the Recognition of Student Learning,
 - return refused requests to the person responsible for the Recognition of Student Involvement,
 - transmit accepted requests to the Registrar.
- d) The Registrar will
 - ensure that the entries on the students' *Bulletin d'études collégiales* are duly recorded in conformity with ministerial regulations.
- e) The Campus Director will
 - designate a person responsible for the Recognition of Student Involvement,
 - receive and rule on all appeals.
- d) The Director of Studies will
 - evaluate and revise the Institutional Guideline for the Recognition of Student Involvement.

8. EVALUATION AND REVISION

The Institutional Guideline for the Recognition of Student Involvement will be evaluated two years after its adoption and as required thereafter.

Recognition of Student Involvement Student Request Form

1 Identification Section

| |
|-------------------------------|
| Name: _____ |
| Student number: _____ - _____ |
| e-mail address: _____ |

2 Type of Project

| | |
|--|---|
| TITLE OF ACTIVITY OR PROJECT | |
| _____ | |
| A <u>Type of personal involvement</u> | |
| <input type="checkbox"/> Contributing (you assumed some level of responsibility in the project) | |
| <input type="checkbox"/> Participative (you contributed or participated significantly in the project) | |
| B <u>Area of request: (Select one only)</u> | |
| <input type="checkbox"/> Social and Community | <input type="checkbox"/> Entrepreneurship |
| <input type="checkbox"/> Science and Technology | <input type="checkbox"/> Politics |
| <input type="checkbox"/> Academic | <input type="checkbox"/> Sports |
| <input type="checkbox"/> Culture and Arts | |
| C Start date and end date of your involvement: | |
| Start date (mm/dd/yy) : ___/___/___ | |
| End date (mm/dd/yy) : ___/___/___ | |
| D <u>Semester for which the request is made</u> | |
| <input type="checkbox"/> Fall 20__ <input type="checkbox"/> Winter 20__ <input type="checkbox"/> Summer 20__ | |
| E <u>Location</u> | |
| <input type="checkbox"/> Within Quebec <input type="checkbox"/> Outside of Quebec | |
| F Name of the College event or activity to which your project was linked, if applicable: | |
| _____ | |

3 Description of your involvement

A How many hours have you spent on this project? _____ hours

B Were you paid for this project?

No [] Yes [] Total amount \$ _____

C Have you received credits for this project?

No [] Yes [] Course number and name _____

D If you have answered Yes to the previous question, please write why your request should be considered.

E Please provide details of activities and tasks you have performed during this project. Please attach a separate sheet if necessary.

F Have you provided the College with a Reference Form?

Yes [] No [] Why in the case of a No answer?

**4 Description of your personal objectives throughout this project.
Evaluation of the manner in which these objectives were attained.
Be as precise as possible. (Please attach a separate sheet if necessary).**

| | |
|----------|--------------------------|
| A | <u>First objective:</u> |
| | Description: _____ |
| | _____ |
| | _____ |
| | _____ |
| | Evaluation: _____ |
| | _____ |
| | _____ |
| | _____ |
| B | <u>Second objective:</u> |
| | Description: _____ |
| | _____ |
| | _____ |
| | _____ |
| | Evaluation: _____ |
| | _____ |
| | _____ |
| | _____ |
| C | <u>Third objective:</u> |
| | Description: _____ |
| | _____ |
| | _____ |
| | _____ |
| | Evaluation: _____ |
| | _____ |
| | _____ |
| | _____ |

5 Description of the knowledge, skills and attitudes you have acquired or improved upon throughout this project. Be as precise as possible.
(Please attach a separate sheet if necessary).

| | |
|----------|---|
| A | <u>New knowledge:</u> |
| | Description: _____ _____ _____ _____ _____ _____ _____ _____ |
| B | <u>New hands-on skills:</u> |
| | Description: _____ _____ _____ _____ _____ _____ _____ _____ |
| C | <u>New attitudes</u> |
| | Description: _____ _____ _____ _____ _____ _____ _____ _____ |

6 Description of knowledge, skills and attitudes exercised by you throughout this activity or project. Be as precise as possible.
(Please attach a separate sheet if necessary).

A large rectangular box with a black border, containing 20 horizontal lines for writing. The lines are evenly spaced and extend across most of the width of the box, leaving a small margin on the left and right sides.

7 Description of the role, and if applicable, the responsibility and leadership you exercised throughout this project. (Please attach a separate sheet if necessary).

Lined area for writing the description of the role, responsibility, and leadership.

8 Signature and Date

I certify that all the information provided above is accurate and I understand that any misrepresentation will result in the refusal of this request.

Student signature: _____ Date: _____

Referee's signature: _____ Date: _____

Recognition of Student Involvement Reference Form

1 Identification Section

Please enter

The student applicant's name: _____

The title of the project: _____

Your name: _____

Your title: _____

The name, the address, the phone number, the website and the email address of your organisation or company: _____

You may wish to attach a business card.

2 Evaluation of student involvement

Please describe and evaluate in your own words the nature of the student's involvement including his/her role, level of participation and responsibilities, and finally, his/her overall attitude during the activity or project.
(Please attach a separate sheet if necessary).

Role: _____

Continued

Participation level: _____

Attitude: _____

Responsibilities: _____

Note: The College may need to contact you by phone or email for further information.

3 Signature and Date

I have read the student applicant's request and I have signed my name in agreement. To the best of my knowledge, the information provided is true and accurate.

Reference signature: _____ Date: _____

** You may mail this form to the appropriate **Student Services Department**

| | | |
|---|---|---|
| Champlain-St.Lambert 900, Riverside Drive St-Lambert, QC, J4P 3P2 | Champlain-Lennoxville P.O.Box 5003 Lennoxville, QC, J1M 2A1 | Champlain-St.Lawrence 790, Nérée-Tremblay St. Sainte-Foy, QC, G1V 4K2 |
|---|---|---|

Recognition of Student Involvement Evaluation Form

1 Student Request Form

| | |
|----------|--|
| A | Type of student involvement requested <input type="checkbox"/> Contributing <input type="checkbox"/> Participative |
| B | Area of request: <input type="checkbox"/> _____ |
| C | Semester for which the recognition is requested <input type="checkbox"/> Fall 20__ <input type="checkbox"/> Winter 20__ <input type="checkbox"/> Summer 20__ |
| D | Location <input type="checkbox"/> Within Quebec <input type="checkbox"/> Outside of Quebec |
| E | Name of the College event or activity to which the project was linked, if applicable: _____ |
| F | Number of hours involved: _____ |
| G | Amount received for this project Total \$ _____ Equivalent hours: _____ |
| H | Credits received for this project as per the student's <i>Bulletin d'études collégiales</i> . Course number: _____ Semester: _____ Weighting: (- -) Equivalent hours: _____ Course Title: _____ |

2 Reference Form

| | |
|----------|---|
| A | Conformity <input type="checkbox"/> Complete <input type="checkbox"/> Incomplete |
| B | Concurs with the student's request <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partially |

3 Evaluation Grids

A. Conformity of the request

| Answer all items | Yes | No |
|--|-----|----|
| 1. The request was submitted within the prescribed delays | | |
| 2. The student involvement took place over a maximum of two consecutive semesters. | | |
| 3. The personal involvement took place over a minimum of 60 hours and a significant portion (20%) occurred during the semester for which the request is made. | | |
| 4. The student has or had a full-time status during the semester for which his/her involvement is requested. | | |
| 5. The student passed 50% of his/her courses and/or conformed to conditions set by the Bylaw 8 if applicable. | | |
| 6. The student did not receive any remuneration or credits for the activities designated in the request. Or the remuneration* or credits* received (if any) for the activities designated in the request are clearly not recognising the full extent of the involvement | | |

** If the student received a token of appreciation in cash or in kind minimum wage should be used as a guide to assess the level of remuneration. For instance, assuming that the minimum wage is \$7.50, a 130-hour project for which the student has received \$200 would qualify (\$200 divided by \$7.50 covers 27 hours, thus over 100 hours qualify for the request).*

For credited courses, the number of hours for the credited course should be used to assess the number of hours covered by the credits. For instance, assuming that credits were given for the course 111-222-XX that has a (2-1-3) weighting of, a 130-hour project would not qualify (2 plus 1 plus 3 equals 6 hours per week, 6 hours times 15 weeks equals 80 hours for the course). In this instance there are only 50 hours left for the request.

Any negative answers to the above criteria will result in the request being automatically rejected.

B. Qualitative criteria

| 1. The achievement level of the personal objectives set by the student from the outset and the quality of their evaluation. (Source: Student Request Form) | |
|--|--------------|
| Evaluation (Select the most appropriate statement) | Score |
| a) The student did not set objectives for himself/herself. | 0 |
| b) The student set a number of objectives for himself/herself and provided no evaluation. | 1 |
| c) The student partook in the activity, but achieved few (less than half) of the objectives set for himself/herself or provided a weak evaluation. | 2 |
| d) The student partook in the activity and achieved most (more than half) of the objectives set for himself/herself and provided a good evaluation. | 3 |
| e) The student achieved all his/her established objectives and provided an excellent evaluation. | 4 |

| 2. The participation level of the student in the activity. (Sources: Student Request Form and Reference Form) | |
|---|--------------|
| Evaluation (Select the most appropriate statement) | Score |
| a) The student participated minimally in the activity. | 0 |
| b) The student and the referee provided facts and events indicating a good level of participation in the activities. | 2 |
| c) The student and the referee provided facts and events indicating a significant level of participation in the activities. The student participation made a difference within the project. | 4 |

| | |
|---|--------------|
| 3. The knowledge acquired during the involvement. (Sources: Student Request Form and Reference Form) | |
| Evaluation (Select the most appropriate statement) | Score |
| a) The student did not acquire any new knowledge during the activity and used knowledge already acquired in previous experiences. | 0 |
| b) The student acquired some new knowledge during the activity. | 2 |
| c) The student acquired extensive new knowledge related to the area of the involvement. | 4 |

| | |
|--|--------------|
| 4. The skills (know-how) and/or abilities acquired or developed during the involvement. (Sources: Student Request Form and Reference Form) | |
| Evaluation (Select the most appropriate statement) | Score |
| a) The student did not develop any new skills and/or abilities during the activity. | 0 |
| b) The student acquired or developed one or two new general skills and/or abilities during his/her involvement. | 1 |
| c) The student acquired or developed a few skills and/or abilities related to the area of the involvement. | 2 |
| d) The student developed a substantial number of skills and/or abilities related to the area of involvement and other more general skills such as communication skills, project management skills, teamwork skills, etc. | 3 |
| e) The student developed a number of various complex skills and/or abilities which allowed him/her to make an outstanding contribution. | 4 |

| | |
|--|--------------|
| 5. The behavioural traits revealed or enhanced during the involvement. (Sources: Student Request Form and Reference Form) | |
| Evaluation (Select the most appropriate statement) | Score |
| a) The student did not demonstrate positive behaviour during the activity, carrying out his/her commitment with a minimum of concern for others. | 0 |
| b) The student demonstrated most of the time a number of positive traits related to the area of involvement. | 2 |
| c) Throughout his/her involvement, the student demonstrated very positive attitude related to the area of involvement and other wide-ranging behavioural traits such as leadership, autonomy, creativity, etc. | 3 |
| d) The student demonstrated many exceptional positive traits which allowed him/her to make an outstanding impression. | 4 |

| | |
|---|--------------|
| 6. The level of responsibility or the extent of leadership carried out within the project. (Sources: Student Request Form and Reference Form) | |
| Evaluation (Select the most appropriate statement) | Score |
| a) The student did not assume any responsibilities apart from his/her tasks. | 0 |
| b) When asked, the student contributed in the planning of certain activities, without assuming any responsibilities. | 1 |
| c) The student contributed by voluntarily participating in the planning, development or implementation of certain activities, without assuming any important responsibilities. | 2 |
| d) The student accepted considerable responsibilities in the planning, development or implementation of certain activities, without being requested to be in charge of the organization of the project. | 3 |
| e) The student was committed and successfully took full responsibility for the planning, development or implementation of the project and its activities. | 4 |

C. Evaluation Summary

| Description | Results | Minimum/Expected Result |
|--|----------------|--------------------------------|
| 1. Conformity of the request | | All Yes |
| 2. Personal objectives: identification, achievement and evaluation | | 3 |
| 3. Participation level | | 2 |
| 4. Knowledge acquired | | 2 |
| 5. Skills acquired or developed | | 2 |
| 6. Personal behaviour enhanced | | 3 |

Optional

| | | |
|--|--|---|
| 7. Responsibilities and leadership exercised | | 3 |
|--|--|---|

D. Overall evaluation

The request has met the 6 compulsory criteria and qualifies for a participative involvement.

The request has met the 6 compulsory criteria plus the additional criterion and qualifies for a contributory involvement.

The request does not meet at least one of the 6 compulsory criteria.

E. Recommendation

I recommend the student's request for an official recognition as indicated herewith:

E.1 Fall 20__ Winter 20__ Summer 20__

E.2 Social and Community Entrepreneurship
 Sciences and Technology Politics
 Academic Sports
 Culture and Arts

E.3 Within Quebec Outside of Quebec

Evaluator's signature: _____ Date: _____

E. Director of Student Services' Acceptance

I accept the recommendation and I will forward a request for a Recognition of Student Involvement entry to the Registrar on this student's *Bulletin d'études collégiales*:

Director of Student Services signature: _____ Date: _____

**Recognition of Student Involvement
Sample Reference Table**

| Area | Sample Skills/Knowledge | Sample Attitudes | Sample Objectives |
|----------------------|--|--|--|
| Social and Community | <ul style="list-style-type: none"> ▪ Interpersonal communication ▪ Help related ▪ Management - organization ▪ Teamwork | <ul style="list-style-type: none"> ▪ Empathy ▪ Leadership ▪ Autonomy ▪ Perseverance | <ul style="list-style-type: none"> ▪ Number of people directly concerned ▪ Social impact of the project ▪ Quality of service or of assistance provided ▪ Exposure for the college |
| Entrepreneurship | <ul style="list-style-type: none"> ▪ Expertise in corporate laws and regulations ▪ Management of a budget or of a cash flow ▪ Marketing of a product or of an event | <ul style="list-style-type: none"> ▪ Leadership ▪ Creativity ▪ Autonomy ▪ Perseverance | <ul style="list-style-type: none"> ▪ Self-financing an activity ▪ Number of people directly concerned ▪ Exposure for the college ▪ Quality of the service provided or of the product developed |

| Area | Sample Skills/Knowledge | Sample Attitudes | Sample Objectives |
|------------------------|---|--|--|
| Science and Technology | <ul style="list-style-type: none"> ▪ Research or experiment methodology ▪ Laboratory or technical skills ▪ Scientific or technical knowledge | <ul style="list-style-type: none"> ▪ Accuracy, precision or thoroughness ▪ Ingenuity ▪ Analytical approach ▪ Synthesis skills | <ul style="list-style-type: none"> ▪ Completion of research, experiment or technical project ▪ Quality of the research, experiment or technical project ▪ Impact of the project ▪ Exposure for the college |
| Politics | <ul style="list-style-type: none"> ▪ Communication skills ▪ Management - organization ▪ Teamwork | <ul style="list-style-type: none"> ▪ Leadership ▪ Autonomy ▪ Perseverance ▪ Analytical approach ▪ Commitment to a cause | <ul style="list-style-type: none"> ▪ Achievement of the political objectives ▪ Number of people effected by the project ▪ Evident advantages of the project ▪ Exposure for the college |

| Area | Sample Skills/Knowledge | Sample Attitudes | Sample Objectives |
|----------|---|---|--|
| Academic | <ul style="list-style-type: none"> ▪ Pedagogical skills ▪ Communication skills ▪ Presentation skills ▪ Organisation skills ▪ Help related ▪ Management - organization ▪ Teamwork | <ul style="list-style-type: none"> ▪ Leadership ▪ Creativity ▪ Autonomy ▪ Punctuality ▪ Perseverance ▪ Ingenuity ▪ Analytical approach | <ul style="list-style-type: none"> ▪ Quality of the project ▪ Number of students helped ▪ Completion of the project ▪ Scholarship or award ▪ Exposure for the college |
| Sports | <ul style="list-style-type: none"> ▪ Skills related to the activity or to a position in a team ▪ Training skills ▪ Teamwork ▪ Coaching ▪ Officiating skills | <ul style="list-style-type: none"> ▪ Teamwork ▪ Honesty ▪ Leadership ▪ Concentration ▪ Self-control | <ul style="list-style-type: none"> ▪ Qualification for playoffs ▪ Attainment of a higher standard of performance ▪ Recognition as the most valuable player (MVP) ▪ Established a position in the team or league statistics ▪ Completion of a training programme |

| Area | Sample Skills/Knowledge | Sample Attitudes | Sample Objectives |
|------------------|--|---|--|
| Culture and Arts | <ul style="list-style-type: none"> ▪ Artistic skills ▪ Communication skills ▪ Presentation skills ▪ Organisation skills ▪ Teamwork ▪ Marketing a cultural or artistic product or event | <ul style="list-style-type: none"> ▪ Artistic vision ▪ Creativity ▪ Autonomy ▪ Perseverance | <ul style="list-style-type: none"> ▪ Artistic qualities of the work produced ▪ Number of spectators or visitors who benefited from the event ▪ Exposure for the college |