CIVIC ENGAGEMENT HOURS Q & A

Why does the CCCE want me to record my civic engagement hours?
There are a variety of ways that the CCCE uses your civic engagement hours to understand our programs, inform other offices and organizations about our work, and to provide a record for our staff and for you.

Why should I record my civic engagement hours?
It may be helpful for you to have a record of your hours so that you can explain your contributions to others in a concrete way. It can be more impactful to tell a potential employer not only what you did but how much time you spent doing it. It could also be helpful for you more generally to know how you are allocating your time.

How do I record my civic engagement hours?
There is a link to record your hours on the Hub. After you log in, look under the "Other Information" section and click "Civic Engagement Hours." From there, you will be prompted to choose the program for which you are entering hours (you may enter hours for more than one program but each has to be done individually).

Who can see my civic engagement hours?
Whoever enters the hours (whether that is you or your Program Director) can see them, as well as Cindy Plash (the CCCE Administrative Assistant who records and manages the hours that students enter) and the other Professional staff in the CCCE. Any reporting outside of the CCCE is done in the form of aggregated hours and with no names attached.

How does the CCCE use my recorded civic engagement hours?
The CCCE shares aggregated hours with no names attached with internal Carleton offices such as Institutional Research, College Communications, and Admissions. These offices use the information for research and for promoting Carleton’s civic engagement. Outside organizations sometimes use aggregated hours as well, such as when the CCCE applies for grants.

How do I look at my recorded civic engagement hours?
Your hours are recorded on the Hub. You can view your record by clicking "Civic Engagement Record" in the "About Me" section.

Will my civic engagement hours be used for some kind of certification?
There is currently no certificate for civic engagement. A future goal of the CCCE is to have some sort of recognition process that students would apply for.

What are other ways that the CCCE measures student engagement?
The CCCE sends evaluation surveys to students, community partners, and faculty. The purpose of these surveys is to get feedback on our programs and to gather qualitative data about how civic engagement experiences help students learn. The surveys measure the
extent to which students feel they are achieving the learning outcomes and goals that the CCCE has put in place.

**When do I need to record my civic engagement hours?**
The CCCE will send out a call for civic engagement hours at the end of each term. However, you can enter your hours on the Hub at any time.