September 2016

Dear Students,

**Welcome to the Civic Engagement Program!**

Since 2008, we have had the privilege of welcoming over 1500 students in to our program. Each year we welcome dedicated and driven students, and partner with numerous community partners responding to a wide array of community needs. We are excited for you to use your skills and talents to fully engage in the Civic Engagement Program (CEP). Together we are able to address the needs of our local and global community through intentional civic engagement activities.

This handbook contains essential information to understand the rules, requirements and opportunities available to CEP’s Student Scholars. Use it to help guide you through the program. We hope that this handbook will set the stage for the cultivation of successful experiences in your time at Northeastern.

Sincerely,

Hilary Sullivan
Director of Co-Curricular Service Programs

Mark Este
Assistant Director, Civic Engagement Program

Northeastern University
Center of Community Service
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Mission Statement

The Civic Engagement Program (CEP) aims to redefine scholarship by ensuring that students receiving Northeastern’s most prestigious scholarships not only excel academically, but have the opportunity to grow as civic-minded individuals who give back through service to our local and global communities. CEP contributes to the University’s mission to educate students for a life of fulfillment and accomplishment.

Recognition

In 2008, the CEP officially began with 87 student scholars. In the years preceding the birth of CEP, many student scholars were asked to do service as a means to give back on behalf of the University. As scholarship programs grew, University administrators met to discuss how to ensure all student scholars were giving back, and were developing the skills needed to be active and engaged citizens. The Center of Community Service was selected to host CEP based on its strong existing community partnerships and its understanding of how students develop civic-mindedness. Since then, CEP has worked with thousands of student scholars from more than 15 scholarship groups to provide opportunities and support students in their development. The program continues to grow and change to respond to evolving community needs and students’ interests and skills, but at its core remains a chance for students to give back and engage with their local and global communities.

Through the service of CEP scholars and other programs within the Center of Community Service,
Northeastern University has been nationally recognized for its civic engagement efforts.

In 2015, Northeastern received the Carnegie Foundation for the Advancement of Teaching’s Community Engagement Classification. The Community Engagement Classification is an elective classification for which institutions may voluntarily apply to be listed. The elective classification involves data collection and documentation of important aspects of institutional mission, identity and commitments, and requires substantial effort invested by participating institutions. Northeastern will retain this classification until 2025.

In addition, Northeastern also annually receives the President’s Higher Education Community Service Honor Roll. Each year, the President of the United States recognizes higher education institutions that reflect the values of exemplary community service and achieve meaningful, measurable outcomes in communities through service.
CEP maintains expectations for all student scholars, and holds all students to the same standards. Below, please find expectations the program has of students, and what students can expect from program staff.

**Expectations of Students**

Each CEP Student Scholar is expected to:

- Serve and log 100 hours of civic engagement activities annually. See Requirements section.
- Represent CEP respectfully and professionally on campus and in the community.
- Abide by the Northeastern University Code of Student Conduct.
- Abide by policies of community partner(s) and service organizations.
- Abide by CEP policies as outlined in this handbook.
- Complete program requirements by specified deadlines.
- Communicate with CEP Staff if any issues arise.
- Notify CEP Staff of the beginning and end of any leave of absence (Medical or Personal).

**Expectations of Program**

Each CEP Student Scholar can expect to:

- Receive regular communication from CEP Staff.
- Receive responses to individual communication within 3 business days.
- Have an opportunity to participate in CEP organized service, as well as social and professional development opportunities.
- Have access to resources to support service requirement.
- Receive mandatory meetings, events, and trainings.
- Be notified of regular one-time service events and opportunities in the Greater Boston community.
- Be offered individualized support and assistance if requested.

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Everybody can be great...because anybody can serve.

–Martin Luther King, Jr.
There are a number of different ways that students can earn hours to fulfill their civic engagement hours requirement. Any questions regarding what can be logged for CEP hours should be directed to the CEP co-op (cep.coop@neu.edu).

The following activities may be logged toward civic engagement hours:

<table>
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<th>What Can Count for Hours?</th>
<th>Examples Of Opportunities</th>
<th>Where to log?</th>
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<tr>
<td>Direct or indirect service that is unpaid* (this could be volunteer roles, internships, co-ops) for any non-profit organization, non-governmental organization (NGO), school, government agency, or faith-based community organization domestic or abroad* This category excludes NU***</td>
<td>Weekly service at Boys and Girls Club, internship at GLAD, unpaid co-op at International Law Institute</td>
<td>Service</td>
</tr>
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<td>Trainings, meetings, or orientations associated with any direct or indirect service role. This does not include meetings for your scholarship (i.e. Town Hall meetings or Scholar Seminars)</td>
<td>Peer Mentor Trainings, Peace Through Play orientation, CEP Semester Meetings, etc.</td>
<td>Training Events</td>
</tr>
<tr>
<td>Any activity, event, or program that is posted as an announcement on CEP Blackboard unless explicitly stated otherwise. This includes any sponsored CEP trainings, meetings, events or programs</td>
<td>Volunteer Opportunity (VO) emails, CEP Networking Night, CEP End-of-Year Celebration</td>
<td>Events</td>
</tr>
<tr>
<td>Hours spent volunteering with any program in the Northeastern Center of Community Service. Regularly scheduled Service-Learning class time and any paid hours are not eligible.</td>
<td>Alternative Spring Break (ASB), Jumpstart, Husky Volunteer Team (HVT), Service Days, Service-Learning (course, S-LTA, Street Team)</td>
<td>Service</td>
</tr>
<tr>
<td>Unpaid research positions with a non-profit organization, NGO, school, government agency, or faith-based community organization domestic or abroad, in which you are not receiving academic credit. To receive approval, students must contact CEP Staff, via their service plan or email, to explain how their research directly or indirectly meets a community need*</td>
<td>Unpaid research assistant role at Brudnick Center on Violence and Conflict, unpaid research on campus with a faculty member</td>
<td>Projects/Research</td>
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(Approved Activities, cont.)
## Approved Activities, cont.

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<th>What Can Count for Hours?</th>
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<tr>
<td>Volunteering, fundraising or participating in runs, walks, blood drives, or similar activities sponsored by or supporting a non-profit organization, NGO, government agency, or faith-based community organization. Students must have verification information or evidence of participation</td>
<td>Walk for Hunger, Relay for Life, Red Cross Blood Drive</td>
<td>Events</td>
</tr>
<tr>
<td>Unpaid hours spent lobbying, advocating or volunteering regularly for a political organization or campaign** Students must have verification information or evidence of participation</td>
<td>A senator’s campaign for re-election</td>
<td>Service</td>
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<tr>
<td>Reporting for jury duty, voting in local, state, or national elections (1 hour maximum for voting).</td>
<td>Voting in Presidential Election or Primaries, serving as a juror in a court case</td>
<td>Events</td>
</tr>
<tr>
<td>CEP Co-op, Dialogue of Civilizations, and Abroad Projects posted on Blackboard.</td>
<td>Walking Tour and Photo Essay, Case Study on Non-Profit Organizations, Interviewing Community Leaders, etc.</td>
<td>DO NOT LOG THESE HOURS <em>Upon approval CEP will input these hours under Projects/Research</em></td>
</tr>
<tr>
<td>On-campus service that benefits ONLY the Northeastern community for 15 hours maximum per program year. ***</td>
<td>Hosting a prospective scholar, Husky Ambassador Tour Guide, Honors Mentor, e-Board for student club, etc.</td>
<td>On-Campus Service (15 hours limit)</td>
</tr>
</tbody>
</table>

*Unpaid co-ops compensated with a stipend may still be eligible to count as Approved Activities. Please contact cep.coop@northeastern.edu for more information.

**Views expressed by students who are lobbying, advocating, or volunteering for a political or religious organization are not the views of Northeastern University or the Civic Engagement Program. Students are participating in these activities on their own accord and participation in these activities is not required.

***The goal of CEP is to engage with the broader community outside of the Northeastern’s campus. As such, only a portion of CEP hours benefitting the NU community can count towards your total and anything above this limit will be declined. If you are unsure as to what counts for on-campus hours, please feel free to email cep.coop@northeastern.edu for clarification.
All CEP Students

- Complete a minimum of 100 hours of CEP approved activities.
- Submit bi-weekly time logs of service hours on myNEU.
- Communicate regularly with CEP Staff regarding any issues and concerns.
- Adhere to all deadlines placed by CEP Staff.

First-Year Requirements

- Complete regular service with a community partner organization, assigned by CEP. (Students are required to continue serving with their partner throughout the academic year, even if they complete their hours early.)
- Attend the Center of Community Service Fall Volunteer Fair.
- Attend Fall and Spring semester first-year meetings
- Participate in mandatory orientation, training, and recognition events.
- Attend monthly meetings with Peer Mentors. Students may not miss more than 2 meetings.²
- Complete program assessment surveys at the end of each semester.

Upperclass (Excluding Graduating Seniors) Requirements

- Submit CEP service plan.
- Maintain service hours while on co-op or abroad.

Graduating Senior Program

- Complete a minimum of 50 hours of CEP approved activities by December preceding graduation. (Ex: A student who is graduating August 2018 will be required to fulfill the 50 hours requirement by the specified December 2017 deadline.)
- Submit CEP service plan.
- Attend a Civic Engagement After CEP session.

² Students who miss more than 2 Peer Mentor meetings may receive CEP probation.
Above & Beyond Award Requirements

The Above and Beyond Award is granted to CEP Students who complete more than their required amount of hours during the service year.

- First-year student must complete and log 150 hours by the first-year deadline.
- Upperclass students must complete and log 150 hours by the early bird deadline.

Tracking Hours

As part of CEP requirements, students must submit bi-weekly time logs of service. Time logs are submitted through the Community tab on MyNEU. Time logs are reviewed, verified, and approved by CEP Staff on a regular basis. Time logs lacking sufficient information, such as contact information or correct representation of service hours, will be declined and will not count toward total hours for the service year. In addition, CEP Staff reserve the right to decline timesheets that are not submitted by the due date.

Leave of Absence (LOA): Medical or Personal

If a CEP student goes on an approved medical or personal leave of absence (LOA) from the University, it is required they let CEP Staff know within 1 month of taking the LOA. This will ensure that the student will not be held responsible for not completing CEP requirements during their leave of absence.

“Poverty must not be a bar to learning, and learning must offer an escape from poverty.”
–Lyndon B. Johnson

(Requirements, cont.)
Students on a LOA will not be expected to complete CEP requirements during leave period. Students must notify CEP Staff of their return from a LOA within 1 month of return. CEP Staff will then determine the requirements a student needs to fulfill based on the timing of return. Generally, a student returning during the summer or fall is expected to complete the full requirements for the upcoming year, while a student returning in the spring is expected to complete half of the hours requirements for the remainder of the CEP program year.

If a student is on probation when the LOA occurs, the student will not be held responsible for completing the probation requirements during the leave. However, the student will be expected to meet the probation requirements upon return.

Due to Financial Aid requirements, if a student is on an LOA for a full academic year, the student must petition for the return of the scholarship. This petition is handled by the Financial Aid staff, not our Center. For questions regarding Leaves of Absence and subsequent scholarship petitions, please contact Student Financial Services: sfs@northeastern.edu or (617) 373-3190.

We recommend that all students returning from an LOA inform the CEP team of their return and schedule a meeting with their designated Staff member. Generally, due to the lengthy nature of the leave, all students will need to meet CEP probation requirements if the scholarship is reinstated.
Northeastern University Code of Student Conduct

All CEP student scholars are expected to adhere to the Northeastern University Code of Student Conduct. Students should read and familiarize themselves with the Code of Student Conduct at www.northeastern.edu/osccr.

“The purpose of the Code of Conduct is to set expectations of behavior that promotes the safety and welfare of the Northeastern community. The University seeks to provide a supportive environment that is conducive to learning, the pursuit of truth, the exchange of knowledge, the intellectual development of students, and the general good of society. In those instances where violations of the behavioral expectations occur, Northeastern University has developed policies and procedures to protect the rights of members of the University community, individually and collectively.”

-Northeastern University Code of Student Conduct

CEP Violations

The violations presented below apply to all CEP students. In addition to violations stated below, CEP Students will be held responsible by CEP Staff for violations of the Northeastern University Code of Student Conduct that occur in the context of the program. Violations include, but are not limited to, the following:

- **TARDINESS & ABSENCES**: Repeated tardiness or absence from meetings and/or service obligations.
- **FORGERY**: Falsification of time logs or other information regarding students’ status on CEP documents and systems.
• LYING: Presenting verbal or written falsehoods regarding service or otherwise.
• INAPPROPRIATE ACTS: Repeated use of inappropriate language, dress, or behavior.
• SERVICE SITE DISMISSAL: A student’s dismissal from volunteer services with a community partner organization due to student conduct per the organization’s request.
• THEFT: Attempted or actual theft of property.
• HARASSMENT: Defined by the Code of Student Conduct as “repeated and/or continuing unwanted behavior, coercion, or intimidation of an individual or group, either directly or indirectly, on the basis of race, color, religion, religious creed, genetics, sex, gender identity, sexual orientation, age, national origin, ancestry, veteran, or disability status.”
• PHYSICAL ABUSE: Any unwanted physical interaction that may result in causing harm to another individual.

OSCCR
CEP aims to increase responsibility by holding students accountable for violations that affect the Northeastern, Boston, and global communities. In collaboration with the Office of Student Conduct and Conflict Resolution (OSCCR), CEP carries out necessary procedures to ensure conduct violations are addressed by appropriate parties.

CEP Due Process
Once a CEP Staff member is made aware of a violation they will notify the student via email to schedule a meeting to discuss responsibility. CEP will then determine the necessary disciplinary action for the student. If the violation is also a violation within the Code of Student Conduct, the CEP Staff member will report the incident to the Office of Student Conduct and Conflict Resolution (OSCCR). The violation will be addressed by both CEP and OSCCR.
CEP Disciplinary Action

The following list of disciplinary actions is presented to illustrate possible disciplinary actions for violation of policy. CEP reserves the right to create other disciplinary actions as well as choose more than one based on the nature of the violation.

- Submission of letter of apology
- Reflection essay or presentation
- Removal from CEP leadership position
- Removal from community partner/organization
- CEP Scholarship Probation
- CEP Scholarship Termination

CEP Scholarship Probation

CEP Probation is a result of a failure to meet requirements of the program. Leading causes of probation include not meeting the hours requirement in any given year and, for first-year students, failing to attend an adequate number of Peer Mentor meetings. CEP Probation is defined as a probationary period of 1 full semester in which a student is not in good standing with CEP. Students on CEP Probation will receive notification from Financial Aid Staff. Only 1 probation period will be allowed. If a student fails to complete CEP requirements after they have previously been on probation, it will result in a loss of scholarship.

There are two requirements that must be met in order to have the probation status removed and be in good standing with CEP. Academic Probation from
the University does not affect a student’s standing with CEP.

- Serve and log 50 of the 100 required hours by the end of the semester deadline.
- Meet with a CEP Staff member by designated fall deadline. This meeting will allow for CEP staff to work with the student to create a service plan to ensure CEP success moving forward.

Scholarship Termination

Scholarship Termination involves removal of a student’s scholarship and CEP membership due to a student’s repeated failure to meet CEP’s requirements. Scholarship Termination is the permanent removal of a student’s scholarship for the remainder of their undergraduate enrollment at Northeastern University.

CEP Scholarship Appeal

Students whose scholarship has been terminated may contact the CEP office for information on the Scholarship Appeals process. The Scholarship Appeals process takes at least one calendar year, after which the scholarship may or may not be reinstated.
CEP provides service, social, networking and professional development opportunities to develop a sense of community within CEP and to support the students’ development as active and engaged citizens. There are a variety of events held annually, and two distinct leadership opportunities.

**CEP Events**

Over the course of the academic year, CEP hosts and sponsors a variety of events. In the past, events have included days of service, semester and year-end celebrations, networking nights, resume workshops, speaker series, and presentations. A student may log hours for any CEP organized or sponsored event attended.

**Peer Mentor Program**

The Peer Mentor program is one of the two leadership opportunities available to upperclass CEP students. The program is designed to connect upperclass CEP students with first-year students to ensure that each first-year receives guidance in becoming the civic minded individual that CEP aims to foster.

CEP Peer Mentors serve as integral members of CEP by assisting in the implementation of the first-year experience and upholding the standards of CEP and the Northeastern University Center of Community Service. A student must be in good standing with CEP to be considered for the position. Specific qualifications are communicated each year in the recruitment process. The recruitment process will take place between April and August each year.

**Leadership Committee**

The Leadership Committee is a leadership opportunity available to all CEP students. It allows CEP Students to get involved in the planning and implementation of events throughout the program year. Students of all class years are eligible to participate. A student must be in good standing with CEP to serve on the committee. Requests for committee members will take place at the beginning of each semester. Interested students can contact Mark Este at m.este@northeastern.edu.
Systems of Communication

There are different systems of communication that students will need to understand to successfully complete their requirements. If there are difficulties understanding the systems, it is the responsibility of the student to seek help from CEP Staff. Students are responsible for knowing and understanding all information communicated through these systems.

The following are major systems of communication used by CEP:

• **myNEU**
  – myNEU is where students will find the mandatory timesheets to track civic engagement hours

• **Email**
  – Official and important emails from CEP will be sent to students’ University (@husky.neu.edu) email accounts.
  – Students are responsible for checking and responding to emails via their University email account.
  – Students should include their scholarship name and NUID number when emailing with CEP staff

• **Blackboard**
  – Primary location for CEP documents, community partner information, and leadership/service opportunities.

(Systems & Definitions, cont.)
CEP Student Scholar Definitions

For the purposes of CEP:
• First-year Student is defined as any CEP student in their first year of the program. This includes both transfer and traditional first-year students.
• Upperclass Student is defined as any CEP student in their second year through graduation year in CEP and Northeastern.
• Graduating Senior Student is defined as any CEP student in their last undergraduate year at Northeastern.³

Program Year Definitions

The specific dates of all deadlines will be communicated to students by CEP Staff, at the start of each program year, via the systems stated above.

• First-year Program: The official service period for first-year students: Beginning of fall semester – End of spring semester.
• Upperclass Program: The official service period for upperclass students: Beginning Summer 2 session – End of Summer 1 session.
• Graduating Senior Program: The official service period for graduating seniors: Beginning of Summer 2 Session – End of fall semester.
• Early Bird Deadline: The beginning of this service period may be extended with completion of the early bird deadline. The date of the early bird deadline is the same as the date of the first-year deadline. Reaching this deadline extends the amount of time a student has to complete their requirement in the following service year. Upperclass students who complete and log 100 hours by this deadline can start counting hours for the next program year starting in Summer 1. Students who meet this deadline annually will be notified via email. As long as a first-year student meets their spring deadline, they are automatically eligible to start counting Summer 1 hours toward their next program year.

³ This status applies to students in 6 year programs, including Physical Therapy (PT) and Pharmacy (Pharm. D) majors. CEP is not a requirement in the Master’s Level year of study.

No one is born a good citizen; no nation is born a democracy.
Rather, both are processes that continue to evolve over a lifetime.

—Kofi Annan
Student Financial Services

CEP Staff does not govern financial aspects of a student’s scholarship. All questions about scholarships should be directed to a scholarship counselor in the Office of Student Financial Services.

Safety in the City

When traveling to and from service activities, it is always important to be aware of your surroundings and take precautions to ensure your city. Read below for tips and ideas on staying safe.

Basic City Street Smarts

• Don’t leave your valuables unattended.
• Know where you’re going.
• Trust your instincts. If someone makes you uneasy, avoid the person or leave and call the police immediately.
• Program your cell phone to speed dial 911 and the NUPD emergency number: 617.373.3333.

“Each time a man stands up for an ideal, or acts to improve the lot of others, or strikes out against injustice, he sends forth a tiny ripple of hope, and those ripples build a current which can sweep down the mightiest walls of oppression and resistance.”

–Robert F. Kennedy

(Resources, cont.)
Resources, cont.

Staying Safe while Walking in the City

• Get to know the neighborhood where you will be serving.
• Stick to well-traveled streets.
• Don’t flash large amounts of cash in public.
• If you are wearing headphones, keep the music low so you are aware of surroundings.
• If you are using your phone, be sure to look up and know who is around you.
• Carry a purse close to your body.
• If someone tries to rob you, don’t resist. Give up your property and file a report with the police afterward.
• Have your car, apartment or residence key in hand before you reach the door.
• If you think someone is following you, do not hesitate to yell for help or call the police emergency number.

Bus and Subway Safety Tips

• Use well-lit and busy stops. Stay alert.
• If someone harasses you, loudly say “leave me alone!”
• Plan to wait for trains in well-populated areas
• Hold purses, bags, backpacks, wallets in front of you.

“Volunteering was never super important to me or personally fulfilling. I knew it was a good thing to do, but other things often appealed to me more. However, with CEP I got to know my partner as the year progressed and my service became more and more rewarding and now I absolutely love it.”

—CEP First-Year, Class of 2020
Dear Students,

We hope this Handbook helps guide you throughout your time at Northeastern! It is our goal to enhance your personal, academic, and professional development through regular and ongoing opportunities to impact the communities where you live, study and work.

Each year, many graduating seniors remark on how CEP shaped their experiences at Northeastern for the better. For some students, their service inspired them to change majors or career plans. Others have discovered a sense of civic responsibility that they plan to incorporate into their postgraduate careers. Overwhelmingly, seniors report that CEP has positively influenced their lives as students and Boston residents.

We look forward to helping you along the way.

Best wishes,

CEP Staff

Important Contacts

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617.373.7883
m.este@northeastern.edu

CEP Program Assistant
232 Hastings Hall
617.373.2237
dp.coop@northeastern.edu

University Health and Counseling Services (UHCS)
135 Forsyth
617.373.2772

Student Financial Services (SFS)
354 Richards Hall
617.373.3190

Honors Program
150 Richards Hall
617.373.2333

Office of Student Conduct and Conflict Resolution
204 Ell Hall
617.373.4390

Northeastern University Scholars Program
411 Richards Hall
617.373.3202

Opportunity Scholarships and Outreach Programs (OSOP)
228 Curry Student Center
617.373.7705

Social Media

FACEBOOK PAGE
www.facebook.com/northeasterncep

FACEBOOK GROUP
www.facebook.com/groups/nucep

TWITTER
@NortheasternCEP

Resources, cont.