**PREPARING YOUR SYLLABUS FOR THE ACE DESIGNATION**

1. **HIGHLIGHT** the place in the syllabus in which you explain the importance of community engagement. Possibilities used in other classes:

*IN A HEALTH CLASS: In this Academic Community Engagement (ACE) course, you will collaborate with an organization as part of your field experience/clinical placement and explore a variety of ways to interact with your population as you apply your knowledge and skills.  It is hoped that you will see yourself as a positive force within the organization and the impact your actions will have on the population you serve in promoting health.*

*IN A SOCIOLOGY CLASS: In this Academic Community Engagement (ACE) course, you will not only learn knowledge and skills, but also actively use them to make a difference in our community to improve the quality of life. This experience, it is hoped, will help you see yourself as a positive force in this world and deepen your understanding of your role as a citizen.*

*A GENERIC ONE THAT CAN BE EDITED TO FIT YOUR CLASS: This is an Academic Community Engagement (ACE) course in which you will not only learn knowledge and skills, but also actively use them as you collaborate with \_\_\_\_\_\_\_(an organization)\_\_\_\_\_\_\_. This experience, it is hoped, will help you see yourself as a positive force in this world to make a difference.*

1. **HIGHLIGHT** the place in the syllabus in which you explain the ACE experience—what the students will be doing. Make sure you tell the students the approximate number of hours that the “project” will take…and it needs to be at least 9 hours in a 3-hour class.

1. **HIGHLIGHT** the place in the syllabus that you tell the students that there is some sort of written reflection on the ACE experience and how many points that ACE “project” will count toward their final grade.
2. **HIGHLIGHT** your course learning objective(s) that matches the ACE experience.
3. **THEN**…just go to the ACE site where you fill out the application. It will take you about 3 minutes. Attach this course syllabus. Done!

<http://www.shsu.edu/academics/cce/ace/faculty/application.html>