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AN OVERVIEW OF THE CIVICA ENGAGE TRACK

The CIVICA Engage Track is a European multi-campus, interdisciplinary bachelor experience with a focus on civic engagement.

By combining academic study and social commitment, the selected students can explore and respond to value-laden topics like responsibility and sustainability. They do this work in specific CIVICA Engage courses, through hands-on interaction with community-based organisations, and by sharing experience and reflections with CIVICA Engage students and other audiences.

The CIVICA Engage Track is offered by CIVICA partners:

- Bocconi University, Italy
- Sciences Po, France
- Stockholm School of Economics, Sweden
- The London School of Economics and Political Science, United Kingdom

Elements of the CIVICA Engage Courses

The Engage courses are electives offered at each partner university (Bocconi, LSE, Sciences Po and SSE), which allows for a distinct experience and each institution.

Students receive a CIVICA Certificate upon successful completion of the Track

Requirements to obtain Participation in the CIVICA Engage Track.

The validation criteria include the following academic duties and obligations :

- Completes one Engage course at the home university ;
- Completes one Engage course at a CIVICA University
- Provides a reflective component (graded with a pass/fail only).

GENERAL FRAMEWORK : THE CIVIC LEARNING PROGRAMME

What is The Civic Learning Programme?

The Civic Learning Programme guides students to a deeper understanding of citizenship and social responsibility from conceptual and empirical perspectives by forging connections between coursework and field experiences.

Students are asked to develop a personal project on a topic of their choice in a social domain that promotes the common good, equality, and solidarity.

- The common good can be defined as that which is useful to the collectivity as a whole, surpassing individual interests by mobilizing individuals or groups in support of the general interest. Promoting the common good assumes a critical understanding of and commitment to its foundations as well as the social domains that shape society and contribute to social cohesion, such as education, the environment, peace, or health.
- Promoting equality and solidarity means fighting against discrimination, specifically as defined in [25 criteria established by French law](#). This is achieved through targeted actions benefiting populations that are vulnerable to discrimination for reasons such as geographical residence or origins, age, physical appearance, sexuality, religion, or ability, as well as social vulnerability or isolation.

The Civic Learning Programme reinforces Sciences Po's long-standing ambition to incorporate high ethical standards while promoting awareness of social realities at local, national, European and international levels in order to educate graduates who are capable and willing to invest in improving society.

The Civic Learning Programme encourages students to find and participate in field experiences in a specific context or territory, defining a project collectively, and applying Sciences Po's humanist principles through thought and action.

Objectives

The Civic Learning Programme provides an opportunity:

- To understand citizenship from different perspectives via a multidisciplinary, comparative approach that is grounded in the realities of the field (by "Learning by Doing") in order to learn to think critically while acting responsibly.
- To develop three levels of essential skills:
 - **Multidisciplinary Knowledge:** Developing intellectual agility through exposure to different modes of thought, actions, spaces; verifying and appropriating information by putting it into theoretical and practical perspective.
 - **Methodological Skills:** Designing and implementing a long-term project and critically evaluating its impact; practicing reflexivity and self-assessment in the work carried out.
 - **Individual and Civic Skills:** Sharpening observational abilities; learning to share ideas and listen to others; being tenacious in responding to sometimes complex situations; strengthening one's

adaptability to different contexts (intellectual, professional, social, multicultural, geographical) and learning to find a place in an organization; contributing to collective problem-solving.

- To begin to consider future career orientations by being exposed to a diversity of professions, field experiences, and organizations.

Key References

The Civic Learning Programme is governed by Sciences Po's [academic regulations](#) and rules concerning [campus student life](#).

The principles of responsibility and solidarity that guide this programme are also the foundation of the laws of the French Republic.

In the Preamble and Article 1 of the [1958 Constitution](#):

- **Preamble:** "The French people solemnly proclaim their commitment to human rights and the principles of national sovereignty as defined by the [1789 Declaration](#), confirmed and supplemented by the preamble to the [1946 Constitution](#), as well as to the rights and duties defined in the [2004 Environmental Charter](#)".
(...)
- **First Article:** "France is an indivisible, secular, democratic and social Republic. It ensures equality before the law of all citizens regardless of origin, race or religion. She respects all beliefs. Its organization is decentralized. The law promotes equal access for women and men to electoral mandates and elective functions, as well as to professional and social responsibilities."

Finally, these principles are enshrined, more broadly, in international texts guaranteeing the protection of human rights, including:

- The [Universal Declaration of Human Rights](#) of 1948;
- The 1950 [European Convention on Human Rights](#);
- The 1951 [Convention and Protocol on the Status of Refugees](#);
- The [International Covenant on Civil and Political Rights](#) and the [International Covenant on Economic, Social and Cultural Rights](#) of 1966;
- The [Convention on the Elimination of All Forms of Discrimination against Women](#) in 1979;
- The 1989 [Convention on the Rights of the Child](#).

THE CIVIC INDEPENDENT PROJECT

The Civic Independent Project is a part of the Civic Learning Programme : it is an **academic requirement** that counts a minimum of **5 ECTS credits**, which are preconditions for receiving the CIVICA certificate.

Students participate in designing and implementing an off-campus social and solidarity project involving a single organization, either by themselves or as part of a group. Student associations of Sciences Po committed to actions that are consistent with the specifications of the Civic Learning Programme are also eligible.

Students are permitted to choose from two possibilities:

- a) An **individual project**
- b) A **group project**

Supervised and evaluated by the campus pedagogical team, this project is a **part-time** commitment **carried out off-campus and throughout the year** (duration: **minimum 24 hours** over one semester or 48 hours over 2 semesters, from September to April).

The **Civic Independent Project** is assessed by :

- A reflective component produced by the students and validated by the send institution;
- A sheet completed by the internship supervisor in the host organization.

The Undergraduate College **Civic Learning Committee** reserves the right to refuse Civic Internship and Independent Project proposals that are not consistent with the principles described in this charter.

Objectives

The Independent Project is an **academic internship** worth **5 ECTS credits** and a requirement for the Bachelor's Degree.

Based on hands-on field experiences, the purpose of the project is to further develop critical awareness about citizenship issues related to students' selected Civic Learning fields (arts and culture, education, equality, employment, environment, justice, housing, health, solidarity, etc.).

The primary tasks are focused on **direct contact with the target populations** as part of local support or assistance initiatives. Students participate in the design and implementation - or implementation only -, of an off-campus civic project involving social and solidarity actions of an existing host organization (such as social action, educational, prevention, awareness, etc.). N.B.: Independent Projects must not include participation in partisan, labor union, or religious activities or organizations.

The Independent Project takes place in a single, non-profit institution that is a public or social utility, whether public or private (e.g. public institutions or state services, local authorities, associations under the 1901 law and declared at the Prefecture, including permanent, recognized Sciences Po student associations, foundations recognized as being of public utility, etc.). The Independent Project must also be accompanied by a designated tutor in the host institution.

Students choose from two Independent Project options:

- An **individual project** for which students choose a structure (institutions with or without a partnership with Sciences Po), in which they will carry out their civic mission (such as internship, volunteer, or fixed-term contract/CDD): under internship agreement in the case of an internship or volunteer, or under voluntary assignment agreement if an internship agreement cannot be put in place, or under a CDD. The internship offers proposed by the partner institutions are available on the [Sciences Po Careers website](#) (the "2nd year internship - Individual Independent Project");

Or

- A **group project** that involves a small number of students in a group civic mission designed by a partner institution of the Civic Learning Programme in collaboration with the Undergraduate College, based on a call for applications published by Sciences Po. The group project requires a specific agreement between Sciences Po and the host institution.

The Independent Project has a minimum duration of **24 hours** distributed regularly over the semester. (including weekends and inter-semester periods). The project takes place outside of class and should involve at least 1 hour per week throughout the academic year.

The Independent Project must be submitted in advance for approval via an **online declaration** for examination by campus Civic Learning Programme Coordinators.

Steps and Validation

Step 1 - Students must **declare your Independent Project online between July 6 and October 15, 2021**:

- **For an Individual Project**: click on the tab: "Second year internship - Individual Independent Project" on your [student space](#).

Important: Describe your proposed actions online in a list using action verbs or words (e.g. Create and animate workshops of ... / Creation and animation of workshops ...).

- **For a Group Project**: students must make an appointment with the campus Civic Learning Programme Coordinator to explain their projects. They will then be asked to complete a Google Form.

Step 2 - Pedagogical validation and administrative follow-up:

- **Once the online Independent Project declaration has been approved**, your campus Civic Learning Programme Coordinator will inform students of the necessary steps and documents to complete prior to the beginning of the project (whether it is an internship, volunteer position, Fixed-term contract/CDD, or group project agreement).
- **If the Independent Project declaration is not approved** because it does not comply with Civic Learning guidelines or requirements or it was incomplete, the campus Civic Learning Programme Coordinator will ask students for clarification or suggest a meeting.

Step 3 - **After the Independent Project had ended, and to obtain final validation** from the pedagogical campus team, students must submit the reflective component to the send institution as well as **Project**

Completion Form completed, signed, and stamped by your host organization (If you were employed under a fixed-term contract/CDD, you also need to submit a copy of your **pay slip/s**).

Important:

- No Independent Project lacking prior approval of an online declaration by a Civic Learning Coordinator will receive retroactive approval. The 5 ECTS credits therefore cannot be awarded.
- No Independent Project may be approved if the documents attesting completion of your project (including Critical Reflection Report, Project Completion Form, and/or pay slip copies) are not submitted prior to the published deadline or are inconsistent with Civic Learning Programme guidelines and expectations.

Independent Project Checklist

Before declaring your project in your student space, make sure you have checked each of the following points:	<input checked="" type="checkbox"/>
1. I have all the information I need to complete my online independent project declaration	<input type="checkbox"/>
2. My host organisation is a non-profit organisation or a social or community-based initiative	<input type="checkbox"/>
3. My project takes place across the one or two semesters, involving a minimum of 24 hours of work (excluding training and travel time)	<input type="checkbox"/>
4. My internship missions serve a charitable purpose, the majority involving direct contact with the organisation's beneficiaries. They do not involve partisan, trade union or religious work	<input type="checkbox"/>
5. My internship missions are clearly defined and are described using either nouns or action verbs	<input type="checkbox"/>
Before submitting your evaluation form, make sure you have checked each of the following points:	<input checked="" type="checkbox"/>
My evaluation form	
1. My form is saved in a Word or PDF file entitled: SURNAME.Firstname.EvaluationForm	<input type="checkbox"/>
2. My host organisation has not missed any of the necessary fields, particularly the number of hours worked	<input type="checkbox"/>
3. My host organisation has signed and stamped my form	<input type="checkbox"/>
My reflective component	<input checked="" type="checkbox"/>
1. The content of my report follows the guidelines provided by the Academic Advisor	<input type="checkbox"/>
2. I have kept to the required format	<input type="checkbox"/>
3. have taken care over the presentation of my report (layout, correct vocabulary, grammar and spelling)	<input type="checkbox"/>

Preparation form for your Civic Internship or Independent Project declarations

To avoid students needing to modify their declarations after submission, here is a list of the mandatory information required in order to declare your Civic Internship or Independent Project in your student space. We recommend that you complete this form with your internship supervisor or with the manager of your host organisation.

Host organisation:

Name:
Siret number/RNA/RCS:
Address:
Post/zip code:
Town or city:
Country:
Website:

Legal representative from the host organisation:

Surname:
First name:
Address:
Post/zip code:
Town or city:
Country:
Position:
Department (optional):
Email address (professional) :
Telephone number:

Internship/placement dates:

From/...../..... to...../...../.....

Number of hours:

Civic Internship: 140 hours (from 4 to 6 weeks)
Independent Project: 60 hours (across the academic year)
Number of hours weekly:
Typical schedule: please specify the day(s) of the week:
.....
Planned leave:

Internship/placement location:

(if outside of the host organisation premises)
Name:
Address:
Post/zip code:
Town or city:
Country:

Internship supervisor at host organisation: (mentor)

Surname:
First name:
Address:
Post/zip code:
Town or city:
Country:
Position:
Department:
Email address (professional):
Telephone number:

Internship/placement missions:

(Please list all of your missions using action verbs: e.g. *running workshops, participating in, assisting*; or nouns: *supervision of, assistance with, etc.*)

-
-

Are any trips scheduled as part of this placement:

Yes No

Will there be a gratuity: Yes No

Faculty advising and resources

Faculty advisors' role is to assist students in preparing the reflective component of the Civic Independent Project.

Throughout the semester, the College provides methodological advising for the Civic Independent Project, in particular the reflective component. This includes methods for establishing a central argument, conducting documentary research, and developing a detailed outline and bibliography, as well as managing the different phases of the writing process. Following a precise schedule, your faculty advisor will lead individual and/or group sessions to guide students throughout the process.

Students are invited to consult the [anti-plagiarism charter](#), as well as the [Methodological Tool Box](#) available on the College website, which provides a variety of important textual and visual resources and tools to support field-specific, multidisciplinary, and methodological learning (such as: under "Tools for Developed Practice"— "Literature-based Research" and "[Citing Sources and Creating a Bibliography](#)").

Your Available Resources:

- [Collection of texts on citizenship](#)
- [Methodological Tool Box](#)
- [Anti-plagiarism Charter](#)

The reflective component

The student is asked to:

- Review the areas and topics related to civic engagement throughout the programme, specifying the reasons for the choices made and the changes envisioned;
- Highlight the key achievements of field experiences;
- Explain the links built between coursework and field experiences; Establish a personal and critical assessment of the overall project approach.

The format of the final product can be varied: a written memorandum, a critical and argumentative video/vlog, a blog, etc. The validation of the choice of the format of restitution is at the discretion of your academic advisor.

Discussing Your Civic Project: Whom to Consult for Advice and Support

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