



UNIVERSITY  
of  
TECHNOLOGY,  
MAURITIUS

**School of Business, Management and Finance**

# COMMUNITY LEARNING AND ENGAGEMENT (CLEn)

## GUIDELINES

Version 1.0

June 2015

---

**University of Technology, Mauritius**

La Tour Koenig, Pointe aux Sables-11134, Republic of Mauritius

Tel: (230) 207 5250 Fax: (230) 234 6219

Email: [sbmf@umail.utm.ac.mu](mailto:sbmf@umail.utm.ac.mu)

website: [www.utm.ac.mu](http://www.utm.ac.mu)

## **A. GENERAL INFORMATION**

The Community Learning and Engagement (CLEn 1000) is a new and innovative credit based mandatory component which has been introduced in The School of Business Management and Finance (SBMF) undergraduate programmes following the 2015 major review process. The CLEn initiative strives in integrating community learning and social responsibility as a cornerstone of undergraduate education. It is a field-based initiative which aims at promoting civic engagement in community organizations among the undergraduate students who will have direct off-campus experience contributing to their intellectual, personal, and professional development.

## **B. CLEn FRAMEWORK**

### **I. Tasks and activities**

The following volunteer tasks and activities may be performed by the student in the NGO under the CLEn initiative:

1. Report writing
2. Communication (English or French)
3. Administrative support to the NGO
4. Accounts support
5. IT related support
6. Any other relevant task or activity mutually agreed upon by the student and mentor

### **II. Responsibilities of the student**

- The student is required to find and secure his/her own internship and placement under the CLEn initiative in the chosen NGO, preferably during level 1 of the programme.
- The student shall fill the CLEn evaluation sheet (parts A and B) together with the mentor from the NGO before the beginning of the activity.
- After completion of the CLEn activity, the student shall ensure that the mentor fills part C of the evaluation sheet and submits same to the SBMF Exams unit.
- The student shall write to the CLEn committee for any issues pertaining to the CLEn activity.

### III. Responsibilities of the mentor

The mentor should be a member of the NGO where the student is pursuing his/her activities under the CLEn.

- The mentor shall define the activities and tasks to be assigned in line with the CLEn guidelines.
- The mentor shall fill the CLEn evaluation sheet (parts A and B) together with the student before the beginning of the placement.
- After completion of the CLEn placement, the mentor shall complete part C of the Evaluation Sheet and submit the endorsed original to the Administrative Officer SBMF Exams Unit.

### IV. The CLEn committee

The CLEn committee shall comprise of the Head of School, Heads of Departments, Co-opted Programme Coordinators, Administrative Officer of the School of Business, Management and Finance as well as representative(s) of MACOSS and has the following major roles:

- Provide guidance with respect to the CLEn initiative.
- Scrutinize the CLEn evaluation sheets submitted to the exams unit for award of 1 credit.
- Look into students' and other issues pertaining to CLEn activities.

### C. ASSESSMENT CRITERIA

The mentor shall evaluate the performance of the student with respect to

1. The fulfillment of the tasks/activities he/she was assigned.
2. Attendance.
3. Overall attitude and behavior.

The duly filled CLEn evaluation sheets shall be scrutinized by the CLEn Committee and upon satisfactory completion of the component, students shall be eligible to **ONE CREDIT** as specified in programme documents.

If the student fails to meet the assessment criteria, he/she shall seek another activity under the CLEn initiative and follow the procedures afresh.

**School of Business Management and Finance**

## COMMUNITY LEARNING AND ENGAGEMENT (CLEn ) EVALUATION FORM

### A: STUDENT DETAILS

Student's Name: .....

Programme: .....

Cohort: .....

Student Address : .....

Telephone No.: Residential/Office ..... Mobile: .....

Student Email Address: .....

### B: CLEn Activities Details

Organisation Name:.....

Organistaion Address:.....

Contact details : email:..... Phone:No.....

Mentor's Name: .....

Placement period .....

Description of tasks assigned to the above student\*

--

*\*Description can be made using separate sheet as annexed to this evaluation form.*

Student Signature: .....

Mentor' signature: .....

Date: .....

Date : .....

**C: STUDENT'S PERFORMANCE (TO BE FILLED BY THE MENTOR AND ENDORSED BY THE NGO)**

Criteria	Brief comment on performance
Delivery of tasks	
Attendance	
Overall behavior and attitude	
Any other	

*\*Description can be made using separate sheet as annexed to this evaluation form.*

I hereby certify that .....has /has not\*\*  
satisfactorily completed the tasks assigned under community Learning and engagement (CLEN)  
initiative in the above mentioned organization.

Mentor's Name .....

Signature : .....

Date : .....

**\*\*please delete as appropriate**

**The CLEN evaluation sheet has to be submitted to the Secretary of CLEn Committee, University of Technology, Mauritius.**