



UNIVERSITY
TECHNOLOGY,
MAURITIUS

School of Business, Management and Finance

COMMUNITY LEARNING AND ENGAGEMENT (CLEn)

GUIDELINES

Version 2.0

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University of Technology, Mauritius

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A. GENERAL INFORMATION

The Community Learning and Engagement (CLEn1000) is an 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 initiatives 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. Social service, green initiatives and youth empowerment are among the mandate of the SBF CLEn Unit. Its focus thus are on educating the youth, on cultivating their potentials and in making them participate in the society through the support of registered NGOs in Mauritius.

B. CLEn FRAMEWORK

I. Tasks and activities

This component comprises of experiential learning whereby students are required to be engaged in social works in connection with NGOs. The following volunteer tasks and activities may be performed by the student in the NGO under the CLEn initiatives:

1. Report writing
2. Administrative support to the NGO
3. Accounts support
4. PR / Marketing 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 CLEn Secretary of the SBF CLEn Unit.

- The student shall write to the SBMF CLEn Unit for any issues pertaining to the CLEn activity.

III. Responsibilities of the Mentor

The mentor should be a member of registered 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. SBMF CLEn Unit and Committee

The SBMF CLEn unit has the responsibility of CLEn initiatives in collaboration with the NGOs and facilitate the CLEn component in all the SBMF undergraduate programmes. Student participation involves for example, contribution in publication of reports, newsletters, active collaboration on an un-exhaustive choice of community development or impactful projects of social enterprises in collaboration with the SBMF CLEn unit. Successfully completed placements shall be testified by NGOs at which the engagement occurs with the SBMF CLEn unit.

The CLEn committee comprises of the Chairperson, CLEn Secretary, Academics from Department of Business Management and Law, as well as Department of Accounting Finance and Economics, Co-opted Programme Coordinators, Administrative Officer of the School of Business, Management and Finance, having 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 **2 credits**
- Look into students' and other issues pertaining to CLEn activities.

C. ASSESSMENT CRITERIA

I. Performance Evaluation

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 **2 CREDITS** 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.

II. Learning Activities

1. Engage in CLEn using academic knowledge and skills;
2. Support in improving NGOs as social enterprise with quality of service, productivity, efficiency , effectiveness;
3. Engage as a long term NGO volunteer / professional worker or collaborator in projects for the society.

III. Learning Outcomes

After completion of the CLEn activities in the chosen NGO, the student is expected to:

1. Enhance his/her communication and interpersonal skills;
2. Develop personal quality traits such as self-control, courage, gratitude;
3. Develop quality traits such as respect, love, acceptance as a responsible person at home;
4. Develop employee quality traits appropriate as a responsible employee to be more productive, efficient and effective at work;
5. Develop quality traits such as empathy, understanding, trust, emotional and social intelligence as a responsible citizen;
6. Develop quality traits such as solidarity, global collaborator, emotional and social intelligence a universal citizen.

IV. CLEn Activity Duration

The student shall take the responsibility of:

- finding and securing his/her own internship and placement under the CLEn initiative in the chosen NGO, most preferably during level 1 of the programme;
- The 2 credits account for a minimum of 15 hours spread over a minimum of two weeks to a maximum of 12 weeks.
- submitting the CLEN evaluation sheet has to the Secretary of CLEn Committee, University of Technology, Mauritius, whereby the Seal of NGO is required together with signature of mentor.

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:.....

.....

Organisation

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 (please specify)	

**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**