



# **CENTER FOR ENGAGEMENT, SERVICE & THE PUBLIC GOOD**

## **EDUCATIONAL PARTICIPATION IN COMMUNITIES (EPIC)**

### **ASI FUNDING SUPPORT PROPOSAL 2023-2024**

#### **MISSION**

Our mission is to promote community engagement by creating opportunities for university students to implement classroom theory in real life situations.

Through community service, EPIC inspires and enables university students to realize their full potential as productive, responsible and caring citizens by volunteering in a wide range of community partner organizations serving a broad spectrum of communities throughout the Los Angeles area.

With the support of the administration, staff, and community partners, students are the keystone of the program and the basis for its continued success in serving the community.

#### **ABSTRACT**

Established in 1966 by ASI and the Division of Student Affairs, EPIC is a program that was created and designed to accommodate the enthusiastic interest which college students have shown for inequity problems, and to place that student and associated skills effectively to work in the communities that border the Cal State LA campus. EPIC serves as a placement and training program for the many students who are interested in becoming acquainted community organizations and their causes. EPIC acts as a liaison between the community organizations, matching community causes with the interest of college students.

The development of opportunities and relationships between EPIC and community non-profit organizations exposes leaders of tomorrow to the issues facing community today. Working closely with hundreds of community partners overtime, EPIC has sustained profound partnerships with non-profits and schools that have served to help educate and enrich Cal State LA students with valuable work experience and civic-minded values. To-date, EPIC manages more than 150 partnerships.

In 2014, EPIC came under the direction of the newly established Center for Engagement, Service, and the Public Good. The goal of the center is to transform the University into a hub of civic engagement and public service for our communities, our city, and our region. Under the Center's umbrella, EPIC works collaboratively with other Center programs to support campus initiatives and to build capacity for curricular and co-curricular community engagement.

## **VISION**

A program in which all students have pathways leading to community engaged activities that advance equity and justice in Los Angeles communities.

## **SERVICES**

### **Community Engagement Information Sessions, Curricular & Co-Curricular**

Schedule a session at [ahong@calstatela.edu](mailto:ahong@calstatela.edu)

- Benefits of Community Engagement
- Eagle Connect
- Curricular Requirements & Risk Management in Service Learning
- Volunteer Field Placement Guidance

### **Community Partners' Orientation**

Scheduled each semester.

- University Updates
- Service-Learning Best Practices
- Risk Management Guidance
- Eagle Connect Portal Site
- Volunteer Capacity Building
- Curricular and Co-Curricular Collaborative Opportunities

## **Eagle Connect**

**Community Engagement Site** <https://www.volunteereasy.com/Site/eagleconnect#/>

Students looking for community engagement experiences can register on Eagle Connect to search community engagement opportunities, learn about community partners, track community engagement activities, and receive engagement news and updates.

- Site navigation guides & Service-Learning Forms available on the site.

## **PROGRAMS**

### **AMERICA READS AND COUNTS**

The EPIC America Reads and Counts program was created in 2000 to help address the achievement gap of elementary school children in local elementary schools. This program partners with five LAUSD elementary schools to strategically place Cal State LA students hired as America Reads and Counts Reading and Math tutors. Every academic year this program coordinates more than 5,000 hours of direct tutorial service for children in kindergarten -6<sup>th</sup> grade. In addition, America Reads and Counts program tutors offer mentorship and coordinate college-readiness workshops that focus on teaching skills needed to succeed. These student-led activities teach children meaningful lessons that are taught by college students who have shared experiences.

#### *Partners*

- Ann Street Elementary School
- Anton Elementary School
- Huntington Drive Elementary School
- Kennedy Elementary School
- Sierra Park Elementary School

### **College Readiness Events**

#### *Building Bridges and Connections- Spring Semester:*

ARAC tutors work in teams to develop meaningful lessons that will be presented to classrooms at our five partnered elementary school sites. Each team of students reflect on their college journey to identify a common student experience that they

creatively plan for an age-appropriate hands-on lesson. This event serves more than 900 elementary school children across five elementary schools and engages 25 ARC program tutors and 20 Cal State LA student volunteers in a meaningful community engagement project. Lesson themes: social skills, positive health, confidence, and collage awareness.

Letter of Hope: The campus community can get involved by writing a letter to one of our elementary school students.

#### Volunteer Engagement Details

Letter of Hope: The campus community can get involved by writing a letter to one of our elementary school students. Letters aim to inspire children through empowering works of encouragement. Letters can be uploaded at any time.

Event Week 1: Tutors teams and volunteers facilitate lessons at three elementary school sites.

Event Week 2: Tutors teams and volunteers facilitate lessons at two elementary school sites.

#### *“Cal State LA, Here We Come!”*

Celebrating 20 years of connecting local elementary school children with a college day experiences on the Cal State LA campus. In spring semester, this special educational visit hosts an estimated 400 elementary school children and their teachers from five of our partnered LAUSD elementary schools. This event engages the volunteer participation of an estimated 150 campus community volunteers- individual student volunteers, student organizations, staff and faculty.

#### *Event Overview:*

- Event Welcome and Overview of the Day (gym)
- Educational Presentations- Campus-wide Facilities (facilitated by faculty, students, and staff)
- Book Fair
- Lunch with College Mentors (food court)
- Spirit Rally – Eddie Eagle, Special Speeches, Special Awards

#### **Student Employment Opportunity: America Reads and Counts Program Tutor**

#### **Federal Work Study Program**

Handshake Job #4946084

This program seeks to hire students who love their community, want to promote health and mental wellness, and advocate for educational equity and access. It is very social justice driven as it aims to liberate communities and youth by introducing

and speaking to children about college, providing mentorship, and beginning a conversation with parents about college readiness.

The program is hiring Cal State LA tutors who are dedicated to delivering quality and personalized tutoring support to help children in the elementary school achieve grade levels in Literacy and Math. Tutors' primary role is to build a connection and mentoring relationship that supports the academic needs and goals of their assigned students. You will meet with your assigned students for one-on-one and/or group tutoring sessions, mentorship check-ins, and provide parents resource support. Tutors will help students understand and complete assignments. We are looking for a tutor who is innovative in using academic strategies, resources, and tools that will help their assigned students' progress and do their very best. Someone who can use their skills, diversity, and knowledge to create tutoring sessions that are engaging, meaningful, and that contribute to the school site's initiatives. This is a fun role that will allow you to work in a classroom setting, with at-risk youth in the East Los Angeles, El Sereno, and Lincoln Heights areas. In return, tutors will learn about community engagement, leadership, mentorship, and teamwork. No previous experience is needed as tutors will be provided with the resources and training needed to create a meaningful and creative platform to engage our youth in learning valuable life lessons. All majors are welcomed!

Essential functions: assists children with developing reading, writing, and/or math competencies; prepares weekly tutoring lesson plans; communicates with teachers to ensure the tutee's academic development; prepares student progress reports per semester; plan, develop, and presents educational activities for the programs co-curricular college awareness projects; attends mandatory weekly team meetings and program training; other related duties may be assigned.

Cal State LA students learn to serve communities in the East Los Angeles, Lincoln Heights, and El Sereno areas where they make an impact in their day-to-day service.

## **SUMMER YOUTH EMPLOYMENT PROGRAM**

### **Celebrating 18 Years of Partnership with Para Los Ninos**

In partnership with Para Los Ninos and Hire LA's Youth, EPIC coordinates a summer experience for community youth that provides direct experiences with work readiness and college awareness. This summer program will host 30-40 incoming Cal State LA freshman in a hybrid program, where student participants will engage virtually and on the Cal State LA campus. The program is

designed to provide first-hand opportunities for student participants to learn about Cal State LA in a way that supports their transition to Cal State LA and future success. The EPIC Program model puts EPIC Program Student Leaders at the forefront of the program to provide a student-to-student experience where students participate in various activities and hear directly from students about what college is really like.

### Student Success Presentations

Presentations are coordinated to provide student participants with vital information related to campus services, academics, engagement, and student success resources. Cal State LA professional staff will volunteer their time to present information about their department/office.

### Small Group Student Meetings

Groups will engage in weekly check-in meetings that are coordinated and guided by the Program Student Leader. Topics of the group meetings are specific to the program activities and administrative requirements of the program. Student participants will also receive support and guidance with any Cal State LA questions. Weekly meetings are scheduled for 1.5 hours each (6 hours total over the program period).

### Creative Assignments

1. Digital Vision Board- Individual: Prompting students to think about and envision their future at Cal State LA. Students share their vision through a creative, digital work that includes their goals, engagement activities, academic achievements, career interests, and anything else.
2. Photos and Videos Around Campus – Group: Small group building activity that aims to intimately engage student participants in campus spaces and places. Students explore campus grounds/facilities in search of spaces and places that spark interest and connection and take a picture or video of themselves in the space/place. Picture and videos will be curated to reflect freshman eyes on the Cal State LA campus

### Networking Breakfast

A breakfast mixer that brings professional staff members and the Youth participants together with the purpose of promoting student engagement & employment opportunities with the Center for Engagement, Service, and the Public Good programs.

### Group Project

Theme: Community Engagement Across the Majors

Student Program Leaders will guide their small group in a structured group project. The project will be structured to reinforce skills that are relevant to both group and individual work. Student will learn to break tasks into parts and steps, plan and manage time, refine understanding through discussion and explanation, and develop presentation skills. The group project work will provide small groups with 10 hours across the program period. Small groups will meet weekly to carry out group planning. Group projects will be presented during the 4<sup>th</sup> week of the program.

### Independent Work Assignments

Independent work assignments include weekly lessons that are related to the Student Success Presentations. three hours of weekly assigned weekly and are related to student success. Assignments are due weekly and upon completion will count toward hourly credit. Weekly, 3 hours of credit opportunity will be assigned.

### Flash Mentoring

Flash mentoring is a type of modern mentoring that allows for the transmission of information and knowledge sharing, focused on time-efficiency and convenience. With the one-time format, mentees can learn from a variety of mentors with expertise in varying subjects. Cal State LA professionals are volunteering their time to provide student participants with information about their Cal State LA department/office, and they will provide professional guidance about work skill topics.

Each student group will have the opportunity to visit three separate department/offices for scheduled sessions.

### In-office Work Experience

Tuesday & Thursday from 9:00am – 12:00pm

Participants serve 18 volunteer hours in a Cal State LA office where they will learn about the Cal State LA office/department and receive direct supervision and work guidance from professional staff. This experience provides students with a first-hand experience for Cal State LA student employment while exposing student participants to the inner working of the department/office in relation to student services and campus resources.

### Participating Departments & Work Experiences

- Admissions and Recruitment: Provide office clerical support (i.e. mail delivery, make copies, send faxes, filing, etc.), Open, process, and if needed, distribute department mail, Assist with document imaging and filing, Answer phones and correspond with prospective applicants via e-mail

- Associated Students, Inc.: Administrative duties. Front desk coverage (answering phones, etc.)
- Cal State LA Hydrogen Station: Organizing the inventory in the station, order and locate parts, learn the operations of a hydrogen station, and monitor the Hydrogen station on its operation day to day.
- CBE Student Success and Advising Center: Answering the phone, greeting people who enter the office
- College Corps Program: The student will help with the recruitment and onboarding of new cohort fellows and will help prepare materials to start the new program year.
- EPIC America Reads & Counts Program: Recruitment, zoom workshop session, managing outlook/calendar, organizing electronic files, office maintenance
- Chicana(o) and Latina(o) Studies: Shredding, filing, answering phones, assisting students at the counter, and other duties as needed.
- College of Professional and Global Education: Students will assist the International Office in the Programs area. Both will be situated in the reception area, helping with clerical items and answering any calls.
- Collage of Engineering, Computer Science, and Technology Dean's Office: Answering phones, filing, xeroxing, mail deliveries, distribution of mail, and assisting with front desk.
- Intercollegiate Athletics: Assist our Asst. AD-Finance with data entry; mail run/distribution; assist Facilities Manager with facility needs, work orders, sending/checking email, etc.
- Jumpstart Early Child Ed Program: Virtual Material audit; welcome kits (construction, brainstorming for new members); Training prep (gathering documents, organizing activities, calendaring); Recruitment (tabling, outreach, creating videos and other material); Social Media (Posting, engagement, creating graphics, monitoring success, utilizing platforms, brand establishment)
- Modern Languages and Literatures: Cleaning out old storeroom (together with Chair), shredding old files, preparing Word documents and flyers for Fall classes
- Office for Students with Disabilities: Front office coverage: Answering phones, assisting students, and other duties assigned. Proctoring Coverage: covering breaks for proctors. File Assembly: Assembling files for our office
- Pat Brown Institute for Public Affairs: Office duties: filing, data entry, graphic design, supply inventory, front desk

## **STUDENT EMPLOYMENT AND LEADERSHIP PROGRAM**

EPIC's work is student-led and fosters creative development and incorporation of student-initiated ideas. Student leaders are passionate about social justice and advocating for causes affecting communities of Los Angeles. Their work supports the mission and vision of EPIC, builds program capacity, and provides direct and indirect service in communities surrounding Cal State LA.

In partnership with the Financial Aid office, EPIC coordinates 33 Federal Work Study student employment opportunities. EPIC manages a Federal Work Study budget estimated at \$150,000. Students will contribute an estimated 8,800 hours of direct and indirect service over the academic year. All positions are posted on Handshake.

### Program Capacity Building Positions- Infrastructure Positions

- America Reads and Counts Program Admin Assistant
- Community Partnerships Student Assistant
- Eagle Connect: Data Collection and Administration Assistant
- Eagle Connect: Outreach and User-end Support
- Digital Marketing Assistant
- Community Field Placement Student Assistant
- Graphic Designer
- Special Projects Student Coordinator

### Direct Service Positions

- America Reads and Counts Program Tutor
- America Reads and Counts Program Site Coordinator

## **EVENTS**

### **Cal State LA Gives Back – Day of Service**

To honor our community partners during heritage month, EPIC is collaborating with partners to engage in a day of service that serves Heritage Month events at the partner site. EPIC is inviting 25 Cal State LA students to engage in a day of service for each event. Transportation is provided. Student will contribute an estimated 150 hours of service per Day of Service event.

November: American Indian Heritage Month.

United American Indian Involvement, Inc.(UAI) <https://uaii.org/>

May: Asian Pacific American Community

Search to Involve Pilipino Americans (SIPA) <https://sipacares.org/>

### **Community Partner Volunteer Outreach Fair**

#### **Spring Semester - April**

More than 20 community partner organizations take part in our Community Partner Fair on the Cal State LA main walkway. The fair is coordinated to provide opportunities for Cal State LA students interested in community engagement. Students can network with community partner organizations and learn about their mission, programs, and volunteer opportunities.

### **Volunteer Outreach and Recruitment Student Ambassador Project**

#### **Fall & Spring Semester**

EPIC is collaborating with five partner organizations to host a Student Ambassador project. Student Ambassadors are Cal State LA students who are seeking a volunteer opportunity. The SA is registered as a volunteer with an organization and is assigned to the SA project. Student Ambassadors will lead the organization's outreach campaign through strategic tabling outreach and recruitment on the Cal State LA walkway. EPIC will facilitate SA training, ongoing support, and check-out tabling materials.

### **Students in Service Appreciation Event**

#### **May**

EPIC is collaborating with community engagement programs to host a student appreciation event where students will be recognized for their contributions and service impact. This event will host community partner speakers, impact presentations by students, student raffles, and a luncheon. This event will host up to 100 student participants.

## **OUTCOMES RELATED TO UNIVERSITY STRATEGIC PLAN**

Community Engagement: Cal State LA students transition successfully into the college environment and build a greater sense of pride and belonging in the University community. They prepare themselves as leaders by participating in meaningful engagement opportunities civically. They are informed, engaged and make a positive impact on our city, state, nation and world.

*Personal, Social, and Professional Identity Development:* Cal State LA students pursue personal growth and understanding. They act independently with integrity, accountability, ethical consideration and advocacy for self and others. They achieve positive interpersonal relationships within multicultural settings, including valuing, respecting and learning from diversity. They understand, articulate and connect knowledge and interdisciplinary skills to career and life after graduation. They identify and connect with mentors who encourage and support them in successfully pursuing their goals and dreams

*Social Justice:* Cal State LA students develop skills informed by an awareness of identity, heritage and culture to navigate and transform institutional organizations and societal structures to advocate for social justice. They understand and articulate how the intersectionality of multiple identities shapes people and their experiences, which empowers students to engage with others in more meaningful ways.

## **MARKETING AND OUTREACH PLAN**

The marketing and outreach plan is coordinated by EPIC student leaders.

The working team strategically oversees:

- Social media
- Website and Eagle Connect
- Directory Data
- Graphics
- Creative Content Building
- Classroom, University & Community Presentations
- University Event Participation
- Campus Tabling Efforts
- Cross Promoting

## **PROGRAM EVALUATION and QUALITY CONTROL MECHANISMS**

- Program Area Working Teams
- Campus Collaborations

- Community Partnership Collaborations
- Feedback Surveys
- Participation Data
- Student Reflection: Student Stories and Impact Statements
- Follow Risk Management and General University Policies
- Internal Audits
- Participate in University CSU Strategic Planning Meetings for Community Engagement

## **FUNDING REQUEST AND PLAN**

EPIC is requesting funding support of \$20,000. Funding will go to support all of EPIC's programs, events, student employment activities, and services.

- America Reads and Counts Program
  - \$1,500 Tutor Live Scan Service
  - \$1,000 Programming Materials
  - \$8,000 Program Engagement Events
- Cal State LA Gives Back
  - \$3,000 Transportation
- Eagle Connect
  - \$3,600 Product Subscription
- Programming Materials
  - \$2,000
- Student Employment Program
  - \$900 Training and Materials

**OTHER FUNDING:** EPIC applies for annual IRA funding.

## CONTACTS

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CESPG: <https://www.calstatela.edu/engagement>