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Acknowledgement
Dr. Sherry Ann Chapman’s contribution to the original CBRE Certificate Handbook along with those of Dr. Diane Kiren, Dr. Jeff Bisanz, Dr. Laurie Schnirer and Ms. Nyla de Los Santos are gratefully acknowledged, much of their original text remain in the current version.
1. Getting Started

This handbook for the University of Alberta’s (U of A) Community-Based Research and Evaluation (CBRE) Certificate Program is for you if:

- You are a **graduate student** at the U of A and are applying for, or have been accepted into, the CBRE Certificate Program;
- You are a **graduate supervisor** at the U of A and would like to learn more about the Program for the benefit of the students in your department, school, and/or faculty;
- You are considering participating in the Program as a **Community Mentor** for a student participant.
- You are a **graduate program coordinator** in a department, school, and/or faculty at the U of A with an interest in the Program.

**What is Community-Based Research and Evaluation (CBRE)?**

CBRE is an approach to research and evaluation in which partners from different sectors (including but not limited to the community, university, and/or government) collaborate for mutually beneficial outcomes. Partners develop principles for working together, jointly determine the scale and scope of their projects, and contribute according to their diverse expertise, experiences, and interests at various times throughout the project. An overall goal of CBRE is to create, share, and mobilize knowledge in ways that can inform policy, practice, research, and evaluation.

**What is the purpose of the CBRE Certificate Program?**

The program is designed for graduate students currently registered at the University of Alberta who seek to develop their capacity to participate in and lead community-based research and evaluation (CBRE). Through the program, students develop conceptual and methodological competencies and experiences increasingly in demand locally and globally.

2. Entrance Requirements for the CBRE Certificate Program

As this is an embedded certificate program, students must be registered in a graduate degree and may pursue this certificate while fulfilling existing requirements for other graduate programs at the University of Alberta. Students are advised to apply early in their graduate program to accommodate course selection. Complete the first part of the Admission Form (Appendix A) and arrange a meeting with the Academic Advisor in the CBRE program.
3. Competencies of the CBRE Certificate Program

Conceptual Competence
To be effective in conducting CBRE, students must understand the philosophy, values, and theories that inform CBRE. Students will become familiar with critical components in understanding CBRE, including:
- CBRE as an approach to research and evaluation and how it relates to and differs from other approaches;
- Rationale for choosing CBRE over other approaches, including its costs and benefits;
- Assumptions and values involved in conducting CBRE ethically, including the concept of respectful knowledge creation;
- Key concepts related to partnership and community;
- Knowledge mobilization.

Methodological Competence
Students who engage in CBRE will benefit from being familiar with the special issues that arise in doing this work, as well as with solutions that have been developed to address these issues, including:
- Research design and analysis, including the process of framing research and evaluation problems with a CBRE lens and using diverse methods when working in and with communities;
- A basic understanding of quantitative and qualitative methods of analysis, their strengths and limitations, and the use of mixed methods;
- Program evaluation in terms of CBRE principles and values;
- Human relations issues including building and maintaining partnerships and addressing issues related to communication, mediation, conflict resolution, and cultural sensitivity to the communities involved;
- Project and resource management, and grant applications.

Experiential Component
Students will participate in CBRE interactions between community and university partners to apply the concepts and methods learned through their course work including:
- Relationship building and maintenance;
- Political sensitivity;
- Development of a partnership agreement;
- Participation in day-to-day, project-management duties;
- Participation in partnership decision-making;
- Participation in the development of a specific project within a partnership for example:
  - Grant writing;
  - Research design;
  - Ethics-application preparation;
  - Capacity building;
  - Knowledge sharing within and/or beyond the partnership;
4. Specific Requirements of the CBRE Certificate Program

Upon completion of the Program, students are expected to have experience with community-based research methods, and program planning and evaluation.

Course Requirements

Students are required to successfully complete:

- INT D 500 (*3)
- one *3 graduate-level course in program planning and evaluation
- one *3 graduate-level course in quantitative research methods
- one *3 graduate-level course in qualitative research methods
- EXT 541 *3 Supervised CBRE Experience

A graduate course in mixed methods (qualitative and quantitative) may be substituted for either the quantitative or qualitative methods course requirement.

EXT 541 (Supervised CBRE Experience) is an opportunity to develop conceptual and methodological competencies in CBRE and will be arranged and approved with the assistance of the Experiential Learning Coordinator.

5. CBRE-Certificate

5.1 How long does the Certificate Program take to complete?

All program requirements must be completed during a student’s graduate degree program.

5.2 How will I know if methodology and/or program planning and evaluation courses count toward the CBRE Certificate?

These courses will normally be selected from the list of approved options in Appendix B. However, if you have a course that you feel may meet the requirement the CBRE Academic Advisor will consider your request pending a review of the course syllabus and your academic transcript to verify successful course completion.

5.3 Can a student receive the Certificate without completing the CBRE Experience (EXT 541)?

No. Applied experience is an essential component.
5.4 **How will the completion of the CBRE Certificate requirements be documented?**

Once a student has completed all of the program requirements, the CBRE Academic Advisor or the Director of Community Engagement Studies will sign the *Report of Completion of Embedded Graduate Certificate* form (Appendix E). This form will be forwarded to the Faculty of Graduate Studies and Research and the student’s Graduate Program Coordinator will be notified. The Graduate Certificate will be awarded when the student’s degree is awarded.

5.5 **What is the appeal process for graded courses in the CBRE Certificate Program?**

Student grievances of an academic nature will follow the policies of the Faculty offering the course. In the case of INTD500, appeals will follow the process outlined in the *Procedures for Graduate Student Grievances and Appeals of Academic Decisions* (Appendix F).

5.6 **How will the CBRE Certificate Program appear on a student’s academic transcript upon graduation from the University of Alberta?**

The wording on the transcript will be “Graduate Certificate in Community-Based Research and Evaluation”.

6. **CBRE Supervised Experience (EXT 541)**

6.1 **What criteria are used to determine whether an activity would fulfill the CBRE Experience requirement?**

The experience must:

- Contribute substantially to student development of many of the conceptual and methodological competencies in CBRE (See #3);
- Involve collaboration among community, university, and/or governmental agencies;
- Use a share research/evaluation agenda that has potential benefits for all involved;
- Demonstrate the principles and philosophy of CBRE;

6.2 **What are some examples of appropriate CBRE Experiences that may meet the criteria listed above?**

- Satisfactory completion of a practicum approved for this purpose (e.g., EDPY 612 practicum course);
- Thesis or dissertation work;
- Involvement as a research assistant or collaborator on an approved project;
- Independent study course
All proposed CBRE experiences must be approved by the Experiential Learning Coordinator in the CBRE program. If you have previous CBRE experience that you think may be an equivalent you need to prepare and submit a brief description of that prior experience as outlined in Appendix G.

6.3 Who will supervise a CBRE Experience?

A Community Mentor and the CBRE program Experiential Learning Coordinator will jointly supervise the CBRE experience. Community Mentors will provide community CBRE expertise and context; the Experiential Learning Coordinator will provide academic support. Graduate Supervisors must sign an agreement to indicate their approval of the student’s participation in the CBRE Certificate. The duties of each are outline in Appendix C (Application to Approve a CBRE Experience - EXT 541).

6.4 How are arrangements made for the CBRE Experience?

Possible sites for the CBRE experiences may be identified by students, their graduate supervisors, a community mentor, the CBRE Experiential Learning Coordinator, or the CBRE Academic Advisor. The list of competencies (see #3), the criteria for CBRE experiences, and the student’s own learning objectives should guide the development and design of the CBRE experience. The site, learning objectives, and deliverables will be decided in consultation with the CBRE Experiential Learning Coordinator, the student’s Graduate Supervisor, Community Service Learning, and potential Community Mentors.

6.5 How is a proposed CBRE Experience approved for the Program?

Once the criteria for the CBRE experience are agreed upon by the student, community mentor, and Experiential Learning Coordinator, the Application to Approve a CBRE Experience form (Appendix C) must be completed, signed by the student, the Community Mentor, the CBRE Experiential Learning Coordinator, and the Graduate Supervisor. The application must be sent to Community Engagement Studies, Faculty of Extension, 2-410, Enterprise Square. All signatories will be informed by the CES office when the CBRE Experience has been approved. The student may then register in EXT 541 and begin the experience.

6.6 Is there any financial support provided for this CBRE Experience by the Program?

The School of Public Health CBRE Certificate Program provides no financial support. Students may apply to their home departments or faculties and/or appropriate agencies for financial support. Paid work completed as a research assistant may be considered for CBRE experience credit.
6.7 **How long must the CBRE Experience (EXT 541) be to satisfy the requirement?**

The CBRE experience is a minimum of 120 hours, approximately the time required to complete a one-term course including preparation, study, and reporting. The CBRE experience will normally be completed over one term, an extension may be granted to a second term. No CBRE experience will be longer than two terms. In some cases, this time frame will not span the entire duration of a CBRE partnership project. The CBRE experience should be planned in such a way that the student’s objectives are met within this time frame.

6.8 **How will student learning in this CBRE Experience be shared with the CBRE partners?**

Students will complete a “knowledge-sharing activity” before finishing the program. This activity could involve, for example, preparing a paper for publication, presenting a seminar, presenting at a conference, and/or completing a knowledge-sharing project for the community partner.

6.9 **When should a student plan to complete the CBRE Experience (EXT 541)?**

Normally this requirement should be completed after a student has completed INT-D 500 and the required methods courses. The CBRE Academic Advisor and the student’s Graduate Supervisor must approve any exceptions.

6.10 **How will the CBRE Experience (EXT 541) be evaluated?**

The CBRE experience is evaluated on a pass/fail basis. Students initially develop several objectives for their CBRE experience that reflect the desired CBRE competencies. These objectives, as well as the nature of the CBRE experience, provide a structure for evaluation. Students, Community Mentors, and the Experiential Learning Coordinator discuss progress toward these objectives at the midpoint of the Experience. A written “end-of-experience” evaluation by the Community Mentor is required. This report should provide sufficient detail about students’ completion of the objectives and demonstrated ability in the identified areas of competence (see #3). The report should include a statement about the knowledge-sharing activity (Appendix C) and its completion. The “end-of-experience evaluation” is submitted to the CBRE Experiential Learning Coordinator. The CBRE Academic Advisor and the Experiential Learning Coordinator make the final pass/fail decision on the CBRE Experience.

6.11 **What happens if a student does not pass the CBRE Experience (EXT 541)?**

Students who do not receive a passing evaluation may be required to repeat this experience. Alternatively, students may choose to withdraw from the CBRE
Certificate Program or undertake additional work at the discretion of the CBRE Academic Advisor.

6.12 Can a student appeal the pass/fail decision of the Certificate Coordinator?

Student grievances of an academic nature will follow the policies of the Faculty offering the course. In the case of the CBRE Experience, appeals will follow the process outlined in the *Procedures for Graduate Student Grievances and Appeals of Academic Decisions* (Appendix F).

6.13 How will the completion of a CBRE Experience be documented?

The CBRE Experiential Learning Coordinator will sign the *CBRE Experience Completion Form* (Appendix D).

7. Duties of the Graduate Supervisor, Community Mentor, Experiential Learning Coordinator

**7.1 Graduate Supervisor**

- Assist the student in selecting courses required for the program as part of the student’s own graduate program;
- Work with the student to assist in identifying a possible CBRE experience that will meet program criteria and the student’s objectives;
- Advise the student on issues that may arise during the CBRE experience;
- Communicate as necessary with the student, Community Mentor, CBRE Experiential Learning Coordinator, and Academic Advisor.

**7.2 Community Mentor**

- Work with the student to assist in identifying a possible CBRE Project that will meet program criteria and the student’s objectives;
- Mentor the student in community-related components of the CBRE experience;
- Mentor the student in partnership work;
- Assist student in developing relationships with community partners;
- Provide community context and key information for the experience;
- Coach the student in developing research/evaluation expertise;
- Advise the student on community issues that may arise during the experience, involving the CBRE Experiential Learning Coordinator where necessary;
Provide supervision for the student’s work;
Discuss, with the student, progress toward their objectives at the midpoint of the experience;
Communicate as necessary with the student, CBRE Experiential Learning Coordinator, Graduate Supervisor, and CBRE Academic Advisor;
Provide to the CBRE Experiential Learning Coordinator an “end-of-experience evaluation” of the student’s work and the knowledge-sharing activity, within one month of the completion of the CBRE Experience.

7.3 Experiential Learning Coordinator
- Work with the student and Community Service Learning to assist in identifying a possible CBRE experience that will meet program criteria and the student’s objectives;
- Approve proposed CBRE experiences;
- Advise the student on research/evaluation issues that may arise during the experience, determining when it is appropriate to involve the Community Mentor;
- Mentor the student in partnership work;
- Discuss, with the student, progress toward their objectives at the midpoint of the CBRE experience;
- Remind the Community Mentor of the mid-term assessment
- Send guide and request for the end-of-experience evaluation to Community Mentor.
- Communicate as necessary with the student, Community Mentor, Graduate Supervisor, and CBRE Academic Advisor;
- Assess the end-of-experience evaluation and summary of the knowledge sharing activity in collaboration with the CBRE Academic Advisor, within one month of the completion of the CBRE experience.
- Confirm student completion of knowledge-sharing activities in their CBRE experiences prior to completion of the CBRE Certificate Program;

7.4 Academic Advisor
- Ensure that a system is in place for responding to applicants’ expressions of interest;
- Advise students, Graduate Supervisors, and Community Mentors on the CBRE Certificate Program and its requirements;
- Make the final pass/fail decision regarding the successful completion of students’ CBRE experience in collaboration with the Experiential Learning Coordinator;
- Communicate as necessary with students, Community Mentors, and Graduate Supervisors;
- Liaise between CBRE Certificate Program participants, the Director of Community Engagement Studies, the CBRE Certificate Advisory Committee, and the Faculty of Extension’s graduate programming staff.
**APPENDIX A - Admission Form Graduate Certificate in CBRE PROGRAM**

<table>
<thead>
<tr>
<th>Student ID:</th>
<th>Start date for the program:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>o Fall, 20 (September)</td>
</tr>
</tbody>
</table>

| Student’s Full Name: |               |
|                     | o Winter, 20 (January)     |

| Home Department: |               |
|                  | o Spring, 20 (May)        |

| Date of the completion of this form: |               |
|                                     | o Summer, 20 (July) |

**Please fill in the section below. Once the form is submitted the Academic Advisor will be in contact with you.**

<table>
<thead>
<tr>
<th>Complete</th>
<th>In Progress</th>
<th>Not Complete</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>INT-D 500</th>
<th>Indicate the offering (e.g., Fall 2009):</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>An approved *3 graduate-level course in program planning and evaluation Number and name of course:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>An approved *3 graduate-level course in quantitative research methods Number and name of course:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>An approved *3 graduate-level course in qualitative research methods Number and name of course:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>An approved *3 graduate-level course in mixed methods (in lieu of either the quantitative or qualitative methods course requirement) Number and name of course:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>EXT 541</th>
<th>Supervised CBRE experience (as described in the CBRE Certificate Program Student/Mentor Handbook)</th>
</tr>
</thead>
</table>

**Expected Timeline:**

- Expected Completion of the CBRE Certificate Program:  
- Expected Graduation Date:  

**Verification:**

- Student Signature: Date:  
- Print and Sign Name / Graduate Supervisor: Date:  
- Print and Sign Name / Graduate Program Coordinator (in student’s department/school/faculty): Date:  

**CBRE Academic Advisor:** Date:  

**Copy to:**

- Student  
- Department, School, and/or Faculty  
- Faculty of Graduate Studies and Research  

**Status:** The CBRE Academic Advisor will complete the section below:

- □ Admit  
- □ Admit with conditions or note on admission to read as follows:  

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Personal information on this form is collected under the authority of Section 33(c) of the Alberta Freedom of Information and Protection of Privacy Act and will be protected until Part 2 of the Act. It will be used for the purpose of the administration of the CBRE Certificate Program. For details on the use and disclosure of this information please see [www.ipo.ualberta.ca](http://www.ipo.ualberta.ca) or contact the CBRE Certificate Coordinator at the School of Public Health, University of Alberta. Email: SPHprograms@ualberta.ca
APPENDIX B – Examples of Graduate courses that can be used to fulfill the requirements of the CBRE Certificate Program

Graduate-level program-planning and evaluation courses available at the U of A:
COMM 553 [Formerly EXT 597] Facilitating Communication and Understanding Through Utilization-Based Evaluation
EDPY 615 Program Evaluation
HECOL 682 Program Planning and Evaluation
SPH 504 Health Promotion Planning and Evaluation
SPH 631 Health Program Evaluation
SPH 641 Global Health Project Development

Graduate-level quantitative methods courses available at the U of A:
EDPY 505 Advanced Univariate Statistical Methods in Educational Research
NURS 504 Statistics in Nursing Research
SPH 531 Statistical Methods in Health Research
SPH 598 Biostatistics I
PSYCO 531 Design and Analysis in Psychological Research I and II or 532
SOC 410 Multi-Variable Sociological Analysis
SOC 515 Quantitative Methods

Graduate-level qualitative methods courses available at the U of A:
ANTHR 589 (B1) Advanced Seminar in Linguistic Anthropology [Topic: "Oral History: A Seminar on Life Story Methods"]
BUS 701 Qualitative Methodology for Business Research
COMM 597 Principles of Qualitative Inquiry
EDEL 665 Qualitative Research Methods in Education
EDEL 667 Interpretive Inquiry
EDPY 503 Qualitative Methods of Education Research
EDSE 612 Theory and Practice of Arts Based Educational Research
HPS 603 Qualitative and community-Based Approaches in Health Research
INT-D 540 Principles of Qualitative Inquiry
PERLS 581 Social Research Applications to Leisure and Sport
SOC 518 Qualitative Methods in Social Research
SOC 519 Comparative and Historical Methods

Graduate-level mixed methods courses available at the U of A:
EDPY 604 Mixed Methods

Supervised CBRE Experience:
EDPY 612 Research Practicum in Educational Studies
APPENDIX C – Application to Approve a CBRE Experience (EXT 541)
(To be completed by the student and signed by the Graduate Supervisor, Community Mentor, and CBRE Experiential Learning Coordinator)

Part I
Student Name___________________________________________

Program Level: Masters____________ PhD ______________

Graduate Department/School/Faculty________________________

Which of the CBRE Certificate Program requirements have you completed?
➢ INT-D 500, Introduction to CBRE
   o Completion date:__________

➢ Graduate-level course in program planning and evaluation:
   o Number and name of course:__________
   o Completion date:____________

➢ Graduate-level course in quantitative research methods:
   o Number and name of course:__________
   o Completion date:____________

➢ Graduate-level course in qualitative research methods:
   o Number and name of course:__________
   o Completion date:____________

➢ Graduate-level course in mixed methods (in lieu of either the quantitative or qualitative methods course requirement)
   o Number and name of course:__________
   o Completion date:___________________

Please attach a brief proposal (maximum of two pages, single spaced) with the following:
➢ A description of the proposed CBRE Experience;
➢ A rationale for how this experience will respond to the CBRE Experience criteria (see #6.1) and the CBRE Certificate Program competencies (see #3);
➢ Your personal learning objectives for the CBRE Experience and indicators for determining how those objectives will be met.

How long/how much time do you anticipate the CBRE Experience will involve from beginning to end? Start date _________ Completion date _________

Expected Completion of CBRE Certificate Program____________

Expected Graduation Date__________________________________

Student Signature ______________________________ Date _________________
Please discuss this form and your proposal with your Graduate Supervisor, proposed Community Mentor, and the CBRE Experiential Learning Coordinator. Send the completed form with your signature and the signatures of your Graduate Supervisor and Community Mentor to the CBRE Experiential Learning Coordinator. The CBRE experience is not approved until this form is signed by the CBRE Experiential Learning Coordinator. (Please see Parts II-IV in the following pages.)

**Part II: Student**

I, ____________________________________________, will complete my Supervised CBRE Experience through the CBRE project described in the attached proposal and carry out the duties as listed below:

- Identify potential Community Mentors;
- Collaborate with my mentoring circle (i.e., Graduate Supervisor, Community Mentor, and CBRE Experiential Learning Coordinator) to develop a possible CBRE Experience that will meet program criteria;
- Develop my learning objectives and indicators for my CBRE Experience in conversation with the CBRE Experiential Learning Coordinator and my Community Mentor;
- Develop a timeline with my Mentor and the CBRE Experiential Learning Coordinator to monitor progress of my CBRE Experience;
- Discuss progress with my Community Mentor and the CBRE Experiential Learning Coordinator regarding my learning objectives at the midpoint of my Experience;
- Complete a knowledge-sharing activity toward the end of the CBRE Experience and forward a copy or summary of the activity to the CBRE Experiential Learning Coordinator;
- Provide the CBRE Experiential Learning Coordinator with a reflection of my learning experiences using the report guide that will be provided, within one month of the completion of my CBRE Experience;
- Maintain dialogue with my mentoring circle throughout my CBRE Experience.

**Part III: Graduate Supervisor**

I, ________________________________, agree to act as the Graduate Supervisor for ________________________________ on the CBRE project described in the attached proposal and to carry out the duties as listed below:

- Assist the student in selecting courses required for the Program as part of the student’s own graduate program;
- Work with the student to assist in identifying a possible CBRE Experience that will meet program criteria and the student’s learning objectives;
- Advise the student on issues that may arise during the CBRE Experience;
➢ Communicate as necessary with the student, Community Mentor, CBRE Experiential Learning Coordinator, and Academic Advisor.

Graduate Supervisor: _______________________________ Date: __________

Part IV: Community Mentor

I ____________________________________________, agree to act as the Community Mentor for _________________________________________ on the CBRE project described in the attached proposal and carry out the duties as listed below:

➢ Work with the student to assist in identifying a possible CBRE experience that will meet program criteria and the student’s learning objectives;
➢ Mentor the student in community-related components of the CBRE experience;
➢ Mentor the student in partnership work;
➢ Assist student in developing relationships with community partners;
➢ Provide community context and key information for the experience;
➢ Coach the student in developing research/evaluation expertise and/or partnership expertise;
➢ Advise the student on community issues that may arise during the experience, involving the CBRE Experiential Learning Coordinator where necessary;
➢ Provide supervision for the student’s work;
➢ Discuss, with the student, progress toward the student’s learning objectives at the midpoint of the experience;
➢ Communicate as necessary with the student, CBRE Experiential Learning Coordinator, Graduate Supervisor, and CBRE Academic Advisor;
➢ Provide to the CBRE Experiential Learning Coordinator an end-of-experience evaluation, using the report guide provided by Community Engagement Studies, within one month of the completion of the CBRE Experience.

Community Mentor: _______________________________ Date: __________

Part V: Experiential Learning Coordinator

I _________________________, as the Experiential Learning Coordinator working with the appropriate staff, will support ____________________ on the CBRE project described in the attached proposal and carry out the duties as listed below:

➢ Work with the student and Community Service Learning to assist in identifying a possible CBRE Experience that will meet program criteria and the student’s learning objectives;
➢ Review the student’s proposal and provide feedback as necessary;
➢ Work with the student on a timeline to monitor progress of the Experience;
➢ Monitor due dates on student’s CBRE Experience timeline;
Provide approval for the CBRE Experience guided by the CBRE Experience criteria (see #5) and the CBRE Certificate Program competencies (see #2);

Contact the Community Mentor and the student at the midway point of the Experience to:
- Check on the student’s progress towards the personal learning objectives
- Request an end-of-experience evaluation from the Community Mentor and provide a report guide;

Ensure that end-of-experience reports are received within one month of the completion of the CBRE Experience;

Communicate as necessary with the student, Community Mentor, and Graduate Supervisor.

Confirm student completion of Experience knowledge-sharing activity;

Make the final pass/fail decision regarding the successful completion of the student’s CBRE Experience in collaboration with the CBRE Academic Advisor.

Part VII: Monitoring Timeline for CBRE Experience
Please remember, as part of signing this application, the student and the members of the student’s mentoring circling are agreeing to the timeline below.

- Midway Check-in: _______________________
- Request sent by the CBRE Certificate Program for end-of-experience letters from the Community Mentor and the student: ___________________
- Knowledge-sharing activity completed & copy submitted to CBRE Program:
  _______________________
- End-of-experience evaluation received from the Community Mentor and the student: ___________________

Part VIII: Contact Information of Student and Mentor

Student: ________________________________
Email: ________________________________
Phone: ________________________________
Mailing Address: ________________________
  ____________________________________
  ____________________________________

Community Mentor________________________
Email: ________________________________
Phone: ________________________________
Mailing Address:__________________________________
__________________________________
__________________________________

Office Only
The proposed CBRE Experience has been approved on:____________________

CBRE Experiential Learning Coordinator
Community Engagement Studies, School of Public Health, University of Alberta:

Signed:_________________________________ Date:____________________

Personal information on this form is collected under the authority of Section 33(c) of the Alberta Freedom of Information and Protection of Privacy Act and will be protected until Part 2 of the Act. It will be used for the purpose of the administration of the CBRE Certificate Program. For details on the use and disclosure of this information please see www.ipo.ualberta.ca or contact the CBRE Certificate Coordinator at the School of Public Health, University of Alberta. Email: SPH.programs@ualberta.ca
APPENDIX D – Completion Form for the CBRE Experience

This form will be completed by the CBRE Experiential Learning Coordinator and placed in the student’s file in the School of Public Health, University of Alberta. A copy of the form will be given to the student.

Student’s Last Name: ______________________________

Student’s First Name and Middle Name(s): ______________________________

Student ID Number: ______________________________

Student Requirement for the CBRE Certificate Program:

☐ Supervised CBRE experience EXT 541 (as described in the CBRE Certificate Program Student/Mentor Handbook)

Verification:

CBRE Academic Advisor or Director of Community Engagement Studies: ______________________________

Date: ______________________________

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APPENDIX E – Report of Completion of Certificate in CBRE

Complete and forward the following information to the Faculty of Graduate Studies and Research once the student has met the requirements for the program. Ensure that it is forwarded by the appropriate convocation deadline. Once the student has been approved for his/her degree program, the student will also be approved for the Graduate Certificate.

Name of Student: __________________________
U of A ID Number: __________________________
Graduate Department: __________________________
Degree Program: __________________________
List the courses taken to satisfy the CBRE Certificate Program:

<table>
<thead>
<tr>
<th>Course Abbreviation</th>
<th>Course Number</th>
<th>Course Weight</th>
<th>Term Course Taken</th>
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I certify that the student has:
☐ Satisfactorily completed the Supervised CBRE Experience EXT 541 or Equivalent in the following term(s): ________________
☐ Met all program requirements for the Graduate Certificate in Community-Based Research and Evaluation

Name: CBRE Academic Advisor, or Director of Community Engagement Studies
Signature: ____________________________
Date: ____________________________

Personal information on this form is collected under the authority of Section 33(c) of Alberta’s Freedom of Information and Protection of Privacy Act for authorized purposes including admission and registration; administration of records, scholarships and awards, student services; and university planning and research. Students’ personal information may be disclosed to academic and administrative units according to university policy, federal and provincial reporting requirements, data sharing agreements with student governance associations, and to contracted or public health care providers as required. For details on the use and disclosure of this information call the Faculty of Graduate Studies and Research at 492-3499 or see www.ualberta.ca/FOIPP.

FGSR Use
____ Student has also completed the degree program
____ Plan added for Graduate Certificate

Signature: ____________________________
Date: ____________________________
APPENDIX F - Procedures for Graduate Student Grievances and Appeals of Academic Decisions

School of Public Health

1. Informal Procedures

A student wishing to appeal an academic decision about a final grade or a mark received on an assignment in a graduate course must first attempt to resolve the issue with the instructor concerned. Students may consult their Supervisor at any time about such grievances.

In the case of a mark appeal, the student shall consult the instructor within fourteen (14) calendar days of the date of return of the marked assignment. Should the student and instructor be unable to resolve the grievance within the next fourteen (14) calendar days, the student may then appeal in writing to the Director of the program. In the case of students taught by the director, this letter should be written to the Director’s designate.

Such an appeal must be made no more than seven (7) calendar days from the instructor's response to the grievance. The student's written appeal shall include a photocopy of the marked work and a clean copy of the work.

The Director or designate will arrange for the student's work to be reread by another academic staff member in the School of Public Health. The instructor will provide to the re-reader a copy of the assignment instructions, marking criteria, the clean copy of the student's work, and if available, copies of comparable student work. The re-reader will submit a response in writing to the Director or designate within fourteen (14) calendar days, recommending that the mark remain the same or be revised higher or lower.

The Director or designate shall make a decision within fourteen (14) calendar days from receipt of the re-reader's report. The mark assigned shall be final.

In the case of a final grade appeal, the student shall consult the instructor within thirty (30) calendar days of the date on which the course grade is posted by the Registrar. Should the student and instructor be unable to resolve the grievance within fourteen (14) calendar days, the student may then appeal in writing to the Director or designate. Such an appeal must be made no more than seven (7) calendar days from the instructor's response to the grievance.

The Director or designate shall make a decision within fourteen (14) calendar days from receipt of the appeal.

If the mark or grade grievance is still unresolved, the student may then consult the Director of the program or the Dean of the School of Public Health, or designate, regarding Appeals and Grievances.
2. Formal Procedures Involving the School of Public Health

After the student has exhausted potential remedies available through the informal procedures described above, and if the student believes there has been an error or unfair treatment, a formal appeal may be initiated to the Dean or designate, who convenes the Academic Appeals Committee.

A formal appeal must be submitted no later than March 1 following first-term courses, no later than June 30 following second-term courses, and no later than September 30 following intersession courses.

A copy of the formal procedures for academic appeals may be obtained from the Director of the graduate program or from the Office of the Dean in the School of Public Health.

3. Formal Procedures involving the Faculty of Graduate Studies and Research

Termination of a graduate student's program is the decision of the Faculty of Graduate Studies and Research, normally upon recommendation by the Director of the student’s graduate program. Before such a recommendation is made, the Director, or designate, and the student's academic supervisor shall meet with the student. Meetings may occur by telephone.

The Director or designate shall then consult with the student’s academic supervisor, and inform the student, in writing, of the School's recommendation. If the Director or designate decides that a student is not making satisfactory progress in either course work or research, she or he may recommend to the Dean of the Faculty of Graduate Studies and Research that the student be required to withdraw.

In the event that a satisfactory resolution is not found, recourse may be available through the Academic Appeals Committee within the Faculty of Graduate Studies and Research. This Committee hears and determines appeals from students against decisions of the Faculty that affect academic standing, but has no jurisdiction to hear appeals with respect to the academic judgments inherent in marks or grades awarded in individual courses other than grade grievances in the 900 research project series.

For further information regarding appeals procedures at the Faculty level, students should consult the regulations available from the Faculty of Graduate Studies and Research office. All formal appeals against Faculty decisions must be initiated within thirty (30) calendar days of the student's receipt of the Faculty of Graduate Studies and Research decision being appealed.

At any point in the appeals or grievances process, the student may seek information or advice from the Dean or Associate Dean of the Faculty of Graduate Studies and Research, or from the Graduate Students' Association.

Further information about the procedures for appeals is provided in the University Calendar (Appeals and Grievances, University Regulations and Information for Students; Appeals and
Grievances, Faculty of Graduate Studies and Research; and Procedures for Graduate Student Grievances and Appeals of Academic Decisions, School of Public Health). Additional information can be found in the Graduate Program Manual of the Faculty of Graduate Studies and Research under Appeals and Grievances and Termination of a Student's Program.
APPENDIX G – Prior Supervised CBRE Experience
Community Engagement Studies, School of Public Health, University of Alberta

If you have prior supervised community-based research and evaluation (CBRE) experience and wish it to be considered as an equivalent to the supervised CBRE Experience (EXT 541) requirement in the CBRE Certificate Program, please prepare a written document (maximum of two pages, single spaced) as follows:

Please send your document to:

Community Engagement Studies
School of Public Health, University of Alberta
3-300 Edmonton Clinic Health Academy
11405-87 Avenue NW
Edmonton AB  T6G 1C9
SPH.programs@ualberta.ca

Part A
If you have prior supervised CBRE experience, please indicate which of the following categories applies to your experience:

- Satisfactory completion of a CBRE practicum;
- Thesis or dissertation work;
- Involvement as a research assistant or collaborator on a CBRE project;
- Other (Please provide an appropriate category name)

Part B
Prepare a written description of your experience to date. Please include the following information to the best of your ability:

1. A description of the CBRE Experience. Please indicate how the experience:
   a) Involved collaboration among community, university, and/or governmental agencies;
   b) Used a shared research/evaluation agenda that has potential benefits for all involved;
   c) Demonstrated the principles and philosophy of CBRE.

2. Your personal objectives for the CBRE Experience.

3. Please demonstrate how you developed, through the supervised experience, your conceptual and methodological competencies in CBRE in terms of:
   a) Familiarity with critical conceptual components in understanding CBRE, including:
      • CBRE as an approach to research and evaluation and how it relates to and differs from other approaches;
      • Rationales for using CBRE as opposed to other approaches, as well as its costs and benefits;
      • Assumptions and values involved in conducting CBRE ethically, including the concept of respectful knowledge creation;
      • Key concepts related to partnership and community;
      • Knowledge mobilization.

   b) Familiarity with special methodological issues that arise in CBRE and with solutions that have been developed to address these issues, including.
• Research design and analysis, including the process of framing research and evaluation problems with a CBRE lens and using diverse methods when working in and with communities;
• Quantitative and qualitative methods of analysis, their strengths and limitations, and the use of mixed methods;
• Program evaluation in terms of CBRE principles and values;
• Human relations issues including building and maintaining partnerships and addressing issues related to communication, mediation, conflict resolution, and cultural sensitivity to the communities involved;
• Project and resource management, and grant applications.

4. Approximate number of hours that you spent in the supervised experience.

**Part C**
Did you complete a knowledge-sharing activity for the CBRE partnership on which the CBRE Experience was based? If so, please describe it briefly.

If not, would you see the potential for doing so prior to completing the CBRE Certificate Program? Please include a brief proposal for a knowledge-sharing activity relative to your prior CBRE experience.

**Part D**
Please provide the name, title, and contact information of the person(s) who supervised your previous CBRE experience. The CBRE experiential learning coordinator will contact your supervisor(s) for a reference.