



American University of the Caribbean
Guidelines for Student Led Community Engagement Experiences
Updated October 30, 2019

AUC places great value on community engagement. That value is realized in the number of programs built from AUC collaboration with community organizations. AUC offers a healthy array of opportunities for students to engage in programs that contribute to community priorities and enhance student learning. In addition, AUC encourages student participation and leadership in community engagement.

This document provides a process for students who want to develop or organize activities/programs (non-research) in the St. Maarten community. Students who propose a student-lead community engagement program must meet the academic requirement of at least an 80 cumulative GPA and no failed courses in the preceding semester.

Program Approval

The following steps are mandatory prior to development and community engagement for all new programs:

Meet with the Assistant Dean of Community Engagement to present the idea and discuss possibilities. Identify a Faculty Advisor with expertise in the service/education provided. The advisor must agree to assist with planning the activities, training volunteers and attending one-time activities activity. For ongoing programs, the faculty advisor should attend the first event and determine the readiness of the students to function independently for future events.

1. Submit a proposal to the Assistant Dean of Community Engagement. The proposal should include the following elements:
 - Title of event and name of student organization sponsoring the event;
 - Names of all program developers and facilitators;
 - Description of the activity/program and how the initiative contributes to medical education and community priorities;
 - objectives of the experience;
 - proposed date(s), time(s), and location(s);
 - training/preparation of student volunteers;
 - detailed budget for supplies, transportation, and other expenses, if applicable;
 - names of the faculty advisor and Dutch-licensed physician (if applicable):
 - Faculty adviser with expertise in the service/education provided agrees to assist with planning the event, training of volunteers, and attending the activity.
 - Activities that include a medical intervention (screenings, checks, physicals) require a plan delineating specific tasks to be performed by students and ensuring presence and oversight of a Dutch-licensed physician 100% of the time.
 - Proof of a liability waiver from the company or organization offering the service experience.
 - Waiver of indemnity against AUC for injury while voluntarily participating in the event.

2. Submit proposal to AUC Assistant Dean for Community Engagement at least one month prior to the event.
3. Proposals will be reviewed by Deans of Community Engagement, Student Affairs and Academic Affairs.
4. A response to the proposal/permission to develop the program will be submitted to the sender within ten days.

Collection of Community Participant Personal Information

Collection of any identifying, health-related or psychosocial information from members of the public for the purposes of program administration will require approval by the SARC and Institutional Review Board (IRB). This may be information including, but not limited to data collected for analysis of program effectiveness, publication in newspapers, peer-reviewed research publications or poster presentations. IRB and SARC approval is required regardless of level of identification (confidential, anonymous or named) from information sources. The following elements should be included to ensure adherence to human subjects research protocols.

1. The Faculty Advisor should guide development of a proposal that assures student learning related to program objectives and benefits communities that participate in the program.
2. All group members that participate in the data collection, analysis or dissemination process should complete the Protecting Human Research Participants (PHRP) Online Training at <https://phrptraining.com/>.
3. A SARC and IRB application should be submitted with the Faculty Advisor listed as the Principal Investigator. Please refer to the IRB Policies and Procedures to determine if the protocol is exempt from review, expedited or will require full review.
4. Data collection should not be initiated until a SARC and IRB written approval has been provided.