

The Civic Action Scorecard Student Guide 2020-2021

Take action. Score points. Earn awards.

Created by the Institute for Civic Engagement & Democracy (iCED)

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WHY CIVIC ACTION? A PREAMBLE

A legacy of Civic Action at Miami Dade College (MDC) is as old as the college itself. When MDC first opened its doors in 1960, it demonstrated its commitment to diverse representation and participation by becoming one of the first racially integrated colleges in the United States and the first integrated junior college in Florida ([Miami Dade College, n.d.](#))

More recently in 2015, students from the Yes for Environmental Sustainability! (YES!) Club began tireless efforts to ban Styrofoam, considered to be environmentally harmful, from MDC campuses. After three years of persistent activism, the students and College successfully banned Styrofoam and replaced it with biodegradable materials ([Schuster, 2018](#)). In 2018, the Student Government Association also took Civic Action when its members stood in front of the Miami-Dade Board of County Commissioners and demanded on-campus voting sites. They argued that MDC's student body faced distinct challenges to accessing voting, and that on-campus options would provide equitable access to the polls. Within weeks, both the Kendall and North Campuses were officially registered as early voting sites, enabling students and the community at-large to further their own Civic Action through access to the polls ([Ortega, 2018](#)).

While MDC continues to produce civically empowered leaders, there are still gaps in the likelihood of our unique student body accessing and finding efficacy in their vital role as participants in civic life. Miami Dade College, Miami's "Democracy's College", is comprised of a student population of primarily non-White, low-income, and immigrant students ([Miami Dade College, 2019](#)). These factors increase the likelihood of experiencing implications of the civic empowerment gap, defined as a barrier to gaining knowledge, skills, and confidence to be an active and influential participant in civic and political life, generally linked to an individual's ethnoracial, citizenship, and economic classifications (Levinson, 2012, p. 31-32). Without closing the civic empowerment gap through active participation, our communities risk losing out on representation of MDC's diverse and complex student body in the creation and upholding of Miami's civic and democratic structures and values. At MDC's Institute for Civic Engagement & Democracy, we believe through intentional and meaningful Civic Action, students can be transformed for lifelong engagement to create a more representative and participatory democracy in which all community members in Miami-Dade and beyond can thrive for generations to come.

WHAT IS THE CIVIC ACTION SCORECARD?

The Civic Action Scorecard is your toolkit as a student for learning how to flex your civic muscles! Each Civic Action carefully outlines and provides resources for taking actions that get you closer to becoming prepared for lifelong civic engagement. In its simplest form, the Civic Action Scorecard is a list of possibilities for Civic Actions. It is not an exhaustive list and continues to grow and improve over time. Whether you are registering to vote for the first time or ready to run for office, the Scorecard will support your growth as civic learners, help you demonstrate your learning in the creation of a portfolio, and prepare you to earn an award for your efforts. We present the Civic Action Scorecard as an equitable, accessible, and diverse guide towards civic empowerment for all.

The Scorecard is divided into six (6) broad categories of engagement which has been contributed to and curated by multiple MDC stakeholders including students, course instructors, institutes, and centers.

- 1) **Democratic Engagement** – preparing you to take an active role in political processes (adapted from [CLDE](#))
- 2) **Environment & Sustainability** – discovering your role within the story of Earth (adapted from [EEI](#))
- 3) **Community Well-Being** – contributing to the positive or healthy development of members of your community
- 4) **Arts & Culture** – discovering how the arts strengthen and enrich our communities (adapted from [Americans for the Arts](#))
- 5) **Social Innovation** – developing solutions to challenging issues in support of social progress (adapted from [Stanford Center for SI](#))
- 6) **Propose Your Own Action** – encouraging you to find your own pathway to Civic Action

THE CIVIC ACTION PORTFOLIO

Creating your own Civic Action Portfolio will give you great advantages when you want to stand out among other students. A Civic Action Portfolio is the ongoing compilation of both documentation and reflection on completed Civic Actions. To show evidence of completing Civic Actions, documentation is required. To demonstrate learning and/or growth from having completed actions and to exhibit an understanding of their civic impact, reflection is required. A Civic Action Portfolio should be regarded as an organized representation of *you* as an active participant in civic life!

To support the diverse and unique attributes of the MDC community, a Civic Action Portfolio can be created in a variety of mediums – anything from a text document to a video channel to a website – whatever represents individuality and creativity to you. When applying for academic and professional advancement, consider using the Civic Action Portfolio as a tool to market the desire and ability to apply civic learning beyond a campus environment. Examples of using a Civic Action Portfolio include linking it digitally in a resume, adding it to a LinkedIn profile or personal website, or an employment, college, or scholarship application.

Note: While Civic Action Portfolios are a unique representation of you, remember that someone else will be reading it. Think about what personal information you want publicly facing.

Completing Civic Action Items

For each of the 75+ Civic Actions, there are 3 steps you must take:

- ✓ Do the action.
- ✓ Document the action.
- ✓ Reflect on the experience of completing the action.

As you achieve these steps, you score points and build a Civic Action Portfolio.

Scoring Points

Points are a unit used to measure the effort, time, and reach of each civic action. Completing the action, documentation, and reflection components of a Civic Action Item constitute a Civic Action Portfolio submission eligible to score points. Points may be accumulated for a course assignment or towards the MDC Civic Action Award.

- **Each Civic Action requires separate and intentional action** with its own unique documentation and reflection
- **Students may complete Civic Action Items assigned by multiple instructors in the same semester**
 - Students assigned the same Civic Action Item(s) for more than one course in a semester must confirm with each instructor whether documentation and/or reflection may be submitted for another course
- **Civic Action Items may be completed by students independent of a course** towards a Civic Action Award
- **Completing Civic Actions is not equivalent to service or service-learning hours**
 - Points do not equal hours, but hours may equal points. Certain Civic Action Items may qualify for both points and service hours if the service meets iCED's Standards for Service

Guidelines for Submissions

Completing the action, documentation, and reflection components of a Civic Action Item constitute a Civic Action Portfolio submission eligible to score points. Each Portfolio submission requires the following information:

- Civic Action Item # and name*
- Date(s) the Civic Action was carried out
- Required documentation
- Citation of external sources (if applicable)
- Date(s) of Reflection(s)

* **Note:** If all three components (action, documentation, reflection) of the Civic Action Item were completed prior to September 1st, 2020, submission must include previous and current item number.

Documentation

Documentation Guidelines

Each Civic Action requires proof that the action was completed. Refer to the documentation column of each Civic Action Item for specific instructions. Documentation for Civic Action Items should indicate to the best degree that it was completed and submitted by the same person. Only course instructors who are requiring Civic Actions for course credit may alter documentation requirements of a Civic Action Item.

- At minimum, each Civic Action requires proof that the action was completed.
- Please refer to the documentation column of each Action Item for specific information. Examples of acceptable documentation include:
 - Flyers, agendas, or meeting minutes to show evidence that the event or meeting referenced took place
 - A Certificate of Completion with the participant's name and date of completion
 - Third-party proof such as log of EasyCard use, museum entrance pass, film screening ticket stub, or public meeting attendance records
 - For submissions using photos as documentation, see **Photo Documentation Guidelines**
- All external sources such as Ted Talks, articles, or government websites must be properly cited.
 - Visit mdc.edu/learning-resources for APA Guidelines (or citation requirements established by course instructor)
 - Failure to properly cite external sources constitutes plagiarism. Students who are found to do so will be subject to Procedure 4035 – Addressing Academic Dishonesty.

Photo Documentation Guidelines

Photos serve as supplemental documentation. Unless otherwise noted, when using photos as documentation that a Civic Action was completed, Scorecard users must submit multiple photos, additional proof of attendance/completion, or both.

- Whenever possible and safe, the photo should show the individual completing the Civic Action. Ideally, the photo should be taken by another person to capture more background context. Selfies are also accepted.
- All photos submitted as documentation must clearly demonstrate the context of the event or Civic Action, i.e. the photo cannot be so zoomed in that there is doubt about where the individual is or what is happening in the surrounding environment.
- Examples of acceptable photo documentation:
 - For documentation of riding public transit, the photo must show the individual *in* a bus, train, trolley, etc.
 - For documentation of attending an event, the photo must show the individual *in* the event while it is taking place. Background context of the event taking place is necessary
 - Group photos taken by event organizer or member of the media
- Examples of unacceptable photo documentation
 - Photos with no background context
 - Photos without the individual
 - Photos that were taken before the Civic Action was started

Note: Submitting photos that cropped, altered, or attempt to misrepresent the Civic Action in any way constitutes falsifying records. Students who are found to do so will be subject to [Procedure 4030 – Student Disciplinary Procedures](#).

Rubric for Documentation

The documentation component of each Civic Action Item is suggested to be worth 50% of the points allocated for the item but may be modified by a course instructor.

Documentation	Not Accomplished (No points)	Partly Accomplished (Half points)	Accomplished (Full points)
Regardless of documentation type or requirements	Documentation is not provided or is irrelevant to Civic Action Item.	Partial documentation expectations outlined for the Civic Action Item are presented in submission.	All documentation expectations outlined in scorecard are clearly presented in submission.

Reflection

Why Reflection?

We want to make sure you are thinking about the actions you are taking, instead of going through the motions. Why? Because reflection helps derive meaning and purpose from the actions we take and the paths we explore. Reflection of a Civic Action is a critical analysis of the experience, designed to promote personal learning and civic growth.

Reflection Guidelines

Only course instructors who are requiring Civic Actions for course credit may alter reflection requirements for Civic Action Items.

- The reflection component of each Civic Action Item should be completed within two weeks of completing the action unless otherwise indicated by a course instructor
- Extended reflection is required for Civic Actions that are completed on more than one day and will be noted within the reflection column of the Civic Action Scorecard
- If a Civic Action Item calls for extended reflection, the minimum requirements for written, recorded, or crafted reflections must be met each time reflection occurs
- Regardless of reflection method, all aspects of each reflection prompt should be thoroughly and thoughtfully addressed

Rubric for Reflection

The reflection component of each Civic Action Item is suggested to be worth 50% of the points allocated for the item but may be modified by a course instructor. Reflections may be written, recorded, or crafted. Faculty may specify which reflection method students are required to use for Civic Action Items assigned in their courses.

Reflection Type & Requirements	Not Accomplished (No points)	Partly Accomplished (Half points)	Accomplished (Full points)
<u>Written</u> 200 – 400 words Double-spaced	Reflection word count does not come close to requirement <u>OR</u> does not address topics or answer questions in scorecard instructions.	Reflection almost meets word count requirements (at least 140 of 200 words) <u>AND</u> at least partially addresses all topics or answers all questions in scorecard.	Reflection meets word count requirements (200 words) <u>AND</u> fully addresses all topics or answers all questions in scorecard.
<u>Recorded</u> 2 – 3 minutes Video or audio	Recording length does not come close to requirement <u>OR</u> does not address topics or answer questions in scorecard instructions.	Reflection almost meets requirements (at least 1.5 minutes of required 2 minutes) <u>AND</u> at least partially addresses all topics or answers all questions in scorecard.	Recorded reflection meets length requirements (90 seconds) <u>AND</u> fully addresses all topics or answers all questions in scorecard.
<u>Crafted</u> One art piece crafted as 2D art, 3D art, performance art, etc.	Produced with minimal effort. Effort portrays a minimal degree of thoughtfulness, creativity, and craftship.	Produced with moderate effort. Effort portrays a moderate degree of thoughtfulness, creativity, and craftship.	Produced with substantial effort. Effort portrays a substantial degree of thoughtfulness, creativity, and craftship.

Academic Integrity

All Civic Action Scorecard submissions and Civic Action Portfolios must demonstrate personal and academic integrity. Personal integrity means honesty in one’s words and actions. Academic integrity refers to an extension of personal integrity into the academic sphere. Students who are found to alter, falsify, or misrepresent the documentation submitted for an Action Item or who plagiarize a Scorecard submission will be automatically ineligible to receive the Civic Action Award. If a Civic Action Award has already been granted, it will be rescinded. For more information, please review the [Student’s Rights & Responsibilities](#), [Procedure 4035 – Addressing Academic Dishonesty](#) and [Procedure 4030 – Student Disciplinary Procedures](#).

AWARDS

Civic Action Award

MDC students, course instructors, and staff who complete and document actions totaling 100 or more points may earn the **MDC Civic Action Award** (found at www.mdc.edu/iced/awards). Civic Action Portfolios are not considered accepted for the Civic Action Award until they are reviewed, approved, and signed by iCED staff. There are three award levels, based on the number of points scored in any given Civic Action Portfolio:

Award Level	Minimum Points Needed
BRONZE	100 POINTS
SILVER	200 POINTS
GOLD	300 POINTS

We want people to build a strong, diverse Civic Action Portfolio. Therefore, Scorecard users can build on their award each year. They may only complete certain items 1, 2, or 3 times for points as indicated on the Civic Action Scorecard, but completing actions for the award is an option so long as the user is enrolled or employed at MDC.

Example: If a student scores 100 points in 2019 and was awarded a Bronze, and then scored 200 *new* points 2020, they will be eligible for a Gold award (total of 300 points in their Civic Action Portfolio).



Civic Action Award Recipients Receive:

- Civic Action Award Bronze, Silver, or Gold Lapel
- Letter of Commendation from Miami Dade College
- Recognition at annual campus celebration event
- Addition to MDC Service Transcript
- Addition to resume or curriculum vitae for scholarship and employment applications
- Bragging rights

APPENDICES

Appendix A: Glossary

Term	Definition
Arts & Culture	Category of the Civic Action Scorecard defined as discovering how the arts strengthen and enrich our communities
Attend	Intentional engagement through physical presence* in order to gain new knowledge and experience civic growth *Exception: Attending digitally (ex: webinar) may suffice if the action item does not offer Listening or Watching for a lesser point value
Authentic audience	Minimum of 5 people who will benefit from your action, and who may not be exclusively from your family, friends, class, or club
Certification	An intentional learning environment designed to provide an officially documented skill in order to contribute to the positive or healthy development of members of your community
Civic action	Effort to experience and/or understand the rights, privileges, and responsibilities of being a member of a community
Civic Action Item #	One of 75+ possibilities on the Civic Action Scorecard; eligible for points if completed and accompanied by documentation and reflection
Civic Action Portfolio	The ongoing compilation of both documentation of and reflection on completed Civic Actions
Civic Action Scorecard	A list of possibilities for Civic Action prepared as an equitable, accessible, and diverse guide towards civic empowerment for all
Civic empowerment	Having the knowledge, skills and confidence to be an active and influential participant in civic and political life
Civic empowerment gap	A barrier to gaining knowledge, skills, and confidence to be an active and influential participant in civic and political life, generally linked to an individual's ethnoracial, citizenship, and economic classifications
Civics	Field of study investigating the rights, privileges, and responsibilities of a community's inhabitants
Community	A group of people with shared identity, values, and/or geographic location
Community Well-Being	Category of the Civic Action Scorecard defined as contributing to the positive or healthy development of members of your community
Debate	A formal argument presenting opposing political, environmental, or social opinions between two or more people; includes a public audience, established rules, and judge

Democratic Engagement	Category of the Civic Action Scorecard defined as preparing you to take an active role in political processes
Dialogue	An intentional conversation seeking to understand differences of political, environmental, or social opinions between two or more people in a private setting with collaboratively designed guidelines
Documentation	A component of a Civic Action Item showing evidence of completing the action
Donate	Intentional contribution of personal goods in order to contribute to the positive or healthy development of members of your community
Environment & Sustainability	Category of the Civic Action Scorecard defined as discovering your role within the story of Earth
Informational event	An intentional learning environment designed to provide new knowledge and experiences for civic growth
Listen	Intentional engagement through an auditory medium such as a podcast, audiobook, radio broadcast, etc. in order to gain new knowledge and experience civic growth
Participate	Intentional engagement through joining activities, presenting questions or ideas, networking with other participants, etc. in order to gain new knowledge and experience civic growth
Points	A unit used to measure the effort, time, and reach of each Civic Action Item
Present	Intentional creation of a learning environment designed to provide an authentic audience new knowledge and/or skills, and experiences for civic growth
Propose Your Own Action	Category of the Civic Action Scorecard defined as encouraging you to find your own pathway to Civic Action
Reflection	A component of a Civic Action Item which consists of critical analysis of an action or experience and is designed to promote personal learning and civic growth
Research	Approximately 300-500 words towards a Civic Action Item documentation requirement
Serve	Intentional contribution of personal skills and abilities in order to participate in political processes and/or contribute to the positive or healthy development of members of your community
Social Innovation	Category of the Civic Action Scorecard defined as developing solutions to challenging issues in support of social progress
Training	An intentional learning environment designed to provide a specific skill and experience civic growth
Watch	Intentional engagement through a visual medium such as a digital live stream, recording or film, in person event, etc. in order to gain new knowledge and experience civic growth
Workshop	An intentional learning environment designed to provide engagement in intensive activities and discussion in order to gain new knowledge and/or skill, and experience civic growth

Appendix B: Civic Action Scorecard Tracking Sheet 2020-2021

Name: _____		Email: _____	
Campus: _____		Student ID: _____	
	<u>Civic Action</u>	<u>Points</u>	<u>Score</u>
DEMOCRATIC ENGAGEMENT			
DE-1	Register to vote	5 pts	
DE-2	Help someone register to vote	5 pts; X2=10 pts poss.	
DE-3	Find sample ballot for upcoming election	5 pts	
DE-4	Create a voting plan	5 pts per election; X3=15 pts poss.	
DE-5	Attend, watch, or listen to live debate, session, or address	<u>Watch/Listen</u> : 5 pts; X2=10 pts poss. <u>Attend</u> : 10 pts; X2=20 pts poss.	
DE-6	Know elected officials	5 pts	
DE-7	Research two elected officials	10 pts	
DE-8	Call two elected officials	5 pts; X2=10 pts poss.	
DE-9	Email one elected official	10 pts	
DE-10	Report issue or concern	5 pts; X2=10 pts poss.	
DE-11	Research budget from city or county	10 pts	
DE-12	Attend, watch, or listen to community, <u>city, county</u> , or state meeting	<u>Watch/Listen</u> : 5 pts; X2=10 pts poss. <u>Attend</u> : 10 pts; X2=20 pts poss.	
DE-13	Present speech at a community, city, county, or state meeting	15 pts	
DE-14	Serve as a Miami Dade County Department of Elections Poll Worker	20 pts	
DE-15	Attend/participate in event relating to democratic engagement	<u>Attend remotely</u> : 5 pts; X2=10 pts poss. <u>Attend</u> : 10 pts; X2=20 pts poss.	
DE-16	Sign 5 political, environmental, or social-issue petitions	5 pts	
DE-17	Serve with a local or state political campaign	5 pts	
DE-18	Join local or state voter engagement org. or political party	15 pts	
DE-19	Participate in an organized political debate	10 pts	
DE-20	Attend protest, rally, or demonstration with positive signage	10 pts	
DE-21	Write op-ed or letter to the editor	<u>Written & sent</u> : 5 pts <u>Published</u> : 10 pts; 15 pts poss.	
DE-22	Read two news articles from a reputable news source	5 pts per two articles; X2=10 pts poss.	
DE-23	Summarize media fact-checking	5 pts	
DE-24	Summarize two fact-checked claims	5 pts per 2 claims; X2=10 pts poss.	
DE-25	Review the SIFT method and verify a news story	10 pts	
DE-26	Read and summarize a United States founding document	5 pts; X2=10 pts poss.	
DE-27	Take practice Citizenship Exam with passing score	5 pts	
ENVIRONMENT & SUSTAINABILITY			
ES-1	Know the native plants of your community	5 pts	
ES-2	Plant and maintain South Florida native species	20 pts	
ES-3	Attend a farmer's market	10 pts	
ES-4	Review the UNSDGs	5 pts	
ES-5	Complete the UN Sustainable Communities Checklist	5 pts	
ES-6	Complete Miami Water Keepers quiz & read included article	5 pts	
ES-7	Calculate your slavery footprint	5 pts	
ES-8	Calculate your carbon footprint	5 pts	
ES-9	Research two contributors to a carbon footprint	10 pts	
ES-10	Watch two videos from "The Story of Stuff"	5 pts for two videos; X3=15 pts poss.	
ES-11	Clean up trash	10 pts	
ES-12	Properly recycle household electronics	10 pts	
ES-13	Properly dispose of household chemicals	10 pts	
ES-14	Eliminate consumption of meat, fish, & animal byproducts	15 pts	
ES-15	Reduce your home energy use for 30 continuous days	15 pts	
ES-16	Eliminate consumption of single-use plastic	15 pts	
ES-17	Reduce your transportation footprint for 7 continuous days	15 pts	
ES-18	Attend/participate event relating to environment and sustainability	<u>Attend remotely</u> : 5 pts; X2=10 pts poss. <u>Attend</u> : 10 pts; X2=20 pts poss.	

COMMUNITY WELL-BEING			
CW-1	Complete a Significant Act of Kindness	5 pts; X3=15 pts poss.	
CW-2	Donate non-perishable food	5 pts; X2=10 pts poss.	
CW-3	Donate in kind* to a local or state nonprofit or organization	5 pts	
CW-4	Fundraise over \$50 for a nonprofit organization	15 pts	
CW-5	Serve with a local or state nonprofit	2.5 pts per 5 hrs.; 15 pts poss.	
CW-6	Serve in a national or international day of service	2.5 pts per 5 hrs.; 15 pts poss.	
CW-7	Serve on community board or committee	15 pts	
CW-8	Complete an STI and HIV test	10 pts	
CW-9	Donate blood or plasma	10 pts	
CW-10	Donate bone marrow	30 pts	
CW-11	Have a deliberative dialogue	10 pts	
CW-12	Host a neighborhood or community meeting	15 pts	
CW-13	Complete a "Community Well-Being Certification"	15 pts; X2=30 pts poss.	
CW-14	Attend/participate in event relating to community well-being	<u>Attend remotely</u> : 5 pts; X2=10 pts poss. <u>Attend</u> : 10 pts; X2=20 pts poss.	
CW-15	Present workshop, training, or informational event	15 pts	
CW-16	Participate in MDC leadership or fellowship program	30 pts	
ARTS & CULTURE			
AC-1	Watch a film or documentary	5 pts; X2=10 pts poss.	
AC-2	Read a nonfiction or fiction book	<u>Nonfiction or fiction book</u> : 15 pts <u>Banned</u> : Add'l 5 pts; 20 pts poss.	
AC-3	Research indigenous people of community	10 pts	
AC-4	Create land acknowledgement	<u>Create</u> : 5 pts <u>Present</u> : Add'l 5 pts; 10 pts poss.	
AC-5	Visit a state park, museum, or site of cultural significance	10 pts; X2=20 pts poss.	
AC-6	Join a community art or cultural collective	10 pts	
AC-7	Attend/participate in MDC Live Arts program	10 pts; X2=20 pts poss.	
AC-8	Attend/participate in a local arts or cultural fair/festival	10 pts; X2=20 pts poss.	
AC-9	Present original art for an authentic audience	15 pts	
SOCIAL INNOVATION			
SI-1	Review solutions journalism	5 pts	
SI-2	Read two articles from <u>SolutionsU</u>	5 pts for two articles; X2=10 pts poss.	
SI-3	Watch two TED Talks on the same subject	5 pts for two Talks; X2=10 pts poss.	
SI-4	Attend/participate in social innovation or social entrepreneurship workshop, training, or informational event	<u>Attend remotely</u> : 5 pts; X2=10 pts poss. <u>Attend</u> : 10 pts; X2=20 pts poss.	
SI-5	Submit a Commitment to Action to CGI U	<u>Apply</u> : 15 pts <u>Accepted & graduated</u> : Add'l 15 pts 30 pts poss.	
SI-6	Apply to community solutions or social innovation grant	<u>Apply</u> : 15 pts <u>Accepted & implemented</u> : Add'l 15 pts 30 pts poss.	
PY-1	Propose your own Civic Action Item to iCED	5-15 pts	
PY-2	Course instructor assigned Civic Action Item	5-15 pts	
	AWARD LEVEL APPLYING FOR:	TOTAL POINTS SCORED:	

Reviewed/Approved By: _____ Date: _____

Note: To download an editable version of the Civic Action Scorecard Tracking Sheet, please visit <https://www.mdc.edu/main/iced/awards/>.