

## 096 PRACTICUM: COMMUNITY SERVICE & LEARNING SPRING 2010 SYLLABUS

### COURSE DESCRIPTION

As part of your enrollment in a Shriver Center service-learning placement, **you will be enrolled in PRAC 096**, a zero-credit, Pass/Fail course. This provides a record of your participation in a University sanctioned service-learning opportunity. Students who meet all of the requirements listed below will earn a Pass (P) grade in the Practicum, including a notation on their transcript. Any students who fail to meet the requirements of the Practicum will receive an Incomplete (I) grade for the current semester and then a Fail (F) grade if the requirements are not met by the next regular semester. Please talk to a Program Coordinator if you have any questions.

REQUIREMENTS OF THE 096 PRAC			WHAT AM I REQUIRED TO COMPLETE?												
096 PRAC REQUIREMENTS	FOR MORE INFO	DUE DATE	Students in 096 Prac	SOCY 396	HONR 390	IS 199	EDUC 410 / 658	ENGL 386	MLL 306	MLL 430	BIO 100 T-As	Sondheim Scholars	Chemistry Tutorial Center	Leadership Consultants	IHU Peer Facilitators
Participate in 3-5 hours of community service per week, for a minimum of 30 hours per semester (unless otherwise indicated). Students are expected to attend site weekly and consistently, with TWO ABSENCES permitted each semester.	Ask a Service-Learning Program Coordinator.	Friday, May 21st	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Submit a <b>Service-Learning Timesheet</b> as a record of service hours. Timesheet must be signed by student AND site supervisor, Service-Learning Intern, or program leader and be submitted directly to The Shriver Center.	Timesheet is available at <a href="http://shrivercenter.umbc.edu/service_forms.html">http://shrivercenter.umbc.edu/service_forms.html</a> .	Friday, May 21st	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Complete the <b>Basic Info</b> tab on UMBCworks.	This tab is available at <a href="http://www.careers.umbc.edu/umbcworks">http://www.careers.umbc.edu/umbcworks</a> .	Sunday, March 14th	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Complete <b>Student Evaluation</b> tab and <b>Program Evaluation</b> tab on UMBCworks at end of the semester.	These tabs are available at <a href="http://www.careers.umbc.edu/umbcworks">http://www.careers.umbc.edu/umbcworks</a>	Friday, May 21st	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Submit <b>Performance Evaluation</b> . This evaluation is to be completed and signed by site supervisor or Service-Learning Intern.	Evaluation is available at <a href="http://shrivercenter.umbc.edu/service_forms.html">http://shrivercenter.umbc.edu/service_forms.html</a> .	Friday, May 21st	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Complete all Service-Learning Reflection Questions on Blackboard.	Check your Blackboard dashboard for information about reflection questions.	Sunday, May 23rd	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Attend 2 Reflection Sessions.	Students serving at a K-16 school partner or individual site (hospital, etc.) are required to choose 2 reflection sessions to attend from the three series of sessions. Students cannot attend 2 reflection sessions in the same series. RSVP your dates to Judy Cao (jcao2@umbc.edu) to reserve your spot.	<b>Series 1</b> Wed. 3/3: 12-1p in PUP 107 Fri. 3/5: 12-1p in PUP 107  <b>Series 2</b> Wed. 3/31: 12-1p in PUP 107 Fri. 4/2: 12-1p in PUP 107  <b>Series 3</b> Tue. 4/27: 12-1p in PUP 107 Fri. 4/30: 12-1p in PUP 107	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	Students participating in service at a site which has a Service-Learning Intern/Leader/van driver will attend reflection sessions led by your service leader.	Dates will be scheduled with your Service-Learning Intern/Service Leader.		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

**REGISTRATION & WITHDRAWAL:** Once students have been registered for the 096 Practicum, they are enrolled in it as a graded course. If students choose to drop their service site, they must also be withdrawn from the 096 Practicum. Students must drop the 096 Practicum themselves through their MyUMBC account. Students are responsible for any consequences incurred from dropping the Practicum (such as receiving a "W" on their transcript). The deadline for students to withdrawal from the 096 Practicum without a "W" appearing on a transcript is 2/9/10 for Graduate students and 2/23/10 for Undergraduate students.

**ATTENDANCE & GRADING:** Regular attendance at the service site is expected and required. Only situations that would excuse you from taking an exam (e.g. family emergency, serious illness) are acceptable. Any student having more than 2 absences from his/her service site will not earn a passing grade. Consistent attendance is necessary to ensure an effective relationship with community partners. If inclement weather causes UMBC closing or closing of site, a student should mark their timesheet accordingly. Students will not be penalized for this time.

## ACCESSING 096 PRACTICUM ONLINE COMPONENTS

To successfully complete the 096 Service-Learning Practicum, you are asked to utilize two online systems, UMBCworks and Blackboard. Below are directions and guidelines for accessing and completing these components.

### HOW TO ACCESS UMBCworks

1. Log into your myUMBC account
2. Go to the "Topics" Tab and scroll down to "Jobs and Internships." Click on the "UMBCworks" icon.
3. Look at the Quick Links section (right side) and click on "Intern/Co-Op/Service" link
4. Click on "Edit" next to your current service-learning placement; this will take you to your tabs.

### HOW TO COMPLETE THE BASIC INFO TAB ON UMBCworks

We suggest that you use the following information to complete the question prompts on the Information Sheet:

**Faculty Sponsor/Advisor:** For K-16 school settings: Lori Hardesty; for community outreach settings: Clare Greene

**Start Date:** The date that you began service.

**End Date:** May, 16, 2010

**Work and Phone Extension:** Your phone number.

**Department:** The name of your service site.

**Compensation:** \$0.00 (For sites with an expected stipend, please include amount).

**Full-time or Part-time:** Part-time

**Hours per week:** Your number of weekly service hours.

**Supervisor's name:** For Service-Learning Intern-led sites, put the intern's name; for K-16 school sites, put Lori Hardesty; for community outreach sites, put Clare Greene.

**Supervisor Department:** The Shriver Center.

**Supervisor Title:** For intern-led sites, put "Service-Learning Intern;" for all other sites, put "Program Coordinator."

**Supervisor Phone:** For intern-led sites, put S-L Intern's phone information; for all other sites, put 410.455.2493.

**Supervisor Email:** For intern-led sites, put S-L Intern's email address; for K-16 sites: lhardesty@umbc.edu; for community outreach sites: clare6@umbc.edu.

**How did you find your placement:** Please select your response.

To complete the end-of-semester Student Evaluation and Placement Evaluation tabs, follow the same directions as above. The Evaluations are located right next to the Basic Info tab.

### REFLECTION QUESTIONS ON BLACKBOARD

The weekly reflection questions on Blackboard are intended to encourage thoughtful reflection on your service this semester, to help you connect your *service* with your *learning*. Please note the following requirements:

- All **10** reflection questions posted on Blackboard are required to be completed for the Spring 2010 semester.
- Each reflection response must be 100-200 words in length in order for full credit to be given.
- Each question has a suggested submission deadline. We encourage you to complete your questions on a weekly basis so that you can regularly reflect on what you are learning through your service.
- Students must click "**SUBMIT**" for their entry to be received and for full credit to be given. Clicking "SAVE" will not submit the entry to Blackboard, and no credit can be given for these entries.
- To ensure that your question has been submitted correctly, click on "My Grades" in Blackboard. These icons represent the status of your submission:
  - ✓ **Check mark:** You have successfully completed the Survey (Reflections 1 and 10). The survey is anonymous. You will see a check mark by your name after it is completed instead of a point value.
  - ! **Green exclamation point:** You have successfully "SUBMITTED" your Blackboard response. If the entry meets the length requirements (at least 100 words), you will receive full credit for this response after it is graded.
  - ✍ **Clipboard:** You have "Saved" your response but **NOT** submitted it to Blackboard. No credit will be given to "SAVED" responses. Return to your response, open it, and click "SUBMIT."

Reflection Question	Suggested Due Date
Reflection 1	Sunday, March 14 <sup>th</sup> , 11:55pm
Reflection 2	Sunday, March 28 <sup>th</sup> , 11:55pm
Reflection 3	Sunday, April 4 <sup>th</sup> , 11:55pm
Reflection 4	Sunday, April 11 <sup>th</sup> , 11:55pm
Reflection 5	Sunday, April 18 <sup>th</sup> , 11:55pm
Reflection 6	Sunday, April 25 <sup>th</sup> , 11:55pm
Reflection 7	Sunday, May 2 <sup>nd</sup> , 11:55pm
Reflection 8	Sunday, May 9 <sup>th</sup> , 11:55pm
Reflection 9	Sunday, May 16 <sup>th</sup> , 11:55pm
Reflection 10	Sunday, May 23 <sup>rd</sup> , 11:55pm