

CSAC-A: Community Service Activity Course

Course Syllabus

Objectives: An immersive service experience designed for students to develop their own learning outcomes in coordination with CSL and their chosen non-profit agency, hospital, or school. Students will engage in public/community service in an effort to understand critical issues facing society. The objectives are to learn new skills and improve on old ones, expand interests, challenge capabilities, realize potential and discover first-hand knowledge of the social issues that face all of us.

Course Description: A 3-unit, 80 hour service activity with individual placement contracts where students independently select and contract their own narrative curriculum to serve a non-profit agency. Participation in the agency's mission, reflection, and evaluation are required to successfully complete this activity.

Schedule: Prior to or at the beginning of each semester or May Term, students meet with the Director of Community Service Learning to discuss and create their CSAC contract. Students will also meet with their agency supervisor to be assured of 80 hours of service. Students create their own service schedule in coordination with the agency's needs. At the end of the semester or May Term, students will participate in a group reflection and turn in their take-home work.

Detailed statement of grading:

In order to receive credit, all students must complete a CSAC portfolio which includes reflective components including journals, evaluations, time sheet and final paper. Students will also participate in a final group verbal reflection.

BUILDING A CSAC PORTFOLIO: all documents and assignment guidelines will be provided in you CSAC Folder.

- **Before beginning your service:**
 - Meet with a CSL Administration for advising.
 - **Completing your contract:** The contract is due and approved prior to service. After the contract has been signed, any adjustment or deletions to must be approved by the Director of Community Service Learning.
 - Before beginning your service you must complete your CSAC Contract, Emergency Medical Information Request form and Waiver of Liability form.

- **During your service:**
 - **Completing your hours:** Eighty (80) hours of community service must be performed at contracted agency. Students will work with agency supervisor to build schedule. Time sheets must be signed by student's supervisor and turned in at the group reflection session.

 - **Journal:** A reflective journal must be kept. Keeping a journal will provide a means for critical reflection on the student's experience. An entry should be made on at least eight occasions. The journal will enhance student's individualized learning by allowing them to report information, explore ideas, and promote closure. Journals will be read by the Director of Community Service Learning or other faculty, and should be turned in with all other materials at the group reflection session.

- **Completing the course:**

- **Evaluations:** Students will be evaluated by their supervisor at the end of the experience. Students will also have the opportunity to evaluate the contracted agency. These evaluations must be completed and turned in at the group reflection session.
- **Final Paper:** The goal of the assignment is to provide students with a forum in which to reflect (in a formal way) upon their service-related activities. Using a journal as a building block, students are expected to analyze, evaluate, and synthesize the CSAC experience.
- **Presentation/Reflective Session:** Everyone must attend and give a small presentation on his/her service experience at a group reflective session. This is considered to be your final exam. All materials are due at this session and it will be scheduled by the Office of Community Service Learning.

Presentation Guidelines:

1. An informative presentation between 5 and 10 minutes long about your selected agency or experience.
2. Presentations may include sharing brochures, slides, photographs, video, or other synthesizing materials related to the experience.
3. Presentations may involve a discussion of the agency or experience in general, or a specific characteristic of that agency.
4. Presentations should be viewed as synthesizing overviews, not as graded speeches. These presentations will be given to small groups, not to the entire class.

Academic Honesty: Your attention is invited to the University of Redlands policy on Academic Honesty. Both the standards of academic honesty and the procedures for addressing academic dishonesty are outlined in detail in the University of Redlands catalog.

Grading:

Class is graded Credit/No Credit