

Roane State Community College
Division of Social Science, Business and Education
SERV 1010
Service Learning Practicum
Spring 2013

COURSE INFORMATION:

- **Course Type:** HYBRID
- **Day and Time:** MONDAY 1/28, 2/4, 3/18, & 4/29, 2:00pm-3:20pm EST
(1:00pm-2:20pm CST)
- **Credit Hours:** 3
- **Course Objectives:** This course is designed to provide students with an opportunity to enrich their college experience by taking part in projects designed to promote community services and self-discovery. The main goal of the course is to promote community service and discovery learning. Students will access community needs, discuss them, analyze them and act on them.
- **Learning Outcomes:** Students will demonstrate competency relative to the following basic concepts of service:
 - 1) Students will recognize, describe, and explain social structures, institutions, and processes for service in a global culture and diverse society.
 - 2) Students will think critically about how individuals are influenced by political, geographic, economic, cultural, and family institutions in their own community and understand how one's own belief systems may differ from others.
 - 3) Explore the relationship between the individual and society as it affects the personal behavior, social development, and quality of life of the individual, the family, and the community.
 - 4) Using the most appropriate principles, methods, and technologies, perceptively and objectively gather, analyze, and present social and behavioral science research data, draw logical conclusions, and apply those conclusions to one's life and society.
- **Prerequisites for the Course:** NONE
- **Course Topics:** Service to the community in a diverse society, role of public and private institutions in service, assessment and response to community needs.

- **Specific Course Requirements:**
 - (1) Perform 35 hours of service.
 - (2) Active participation in class discussions, both in class and on Momentum.
 - (3) Completion of all reading assignments.
 - (4) Professional conduct, both in class and when performing service.
 - (5) Keeping a service journal to record all work.
 - (6) Completing a 7-8 page research/reflection paper.

TEXTBOOKS & SUPPLEMENTARY MATERIALS

- **Textbook:** NONE
- **Supplementary Materials:** Will be provided by instructor.

INSTRUCTOR INFORMATION

- **Name:** John N. Brown
- **Office:** Roane County, O-220
- **Office Hours:**
 - Monday: 9:00-9:25, 11:00-12:25, 3:30-5:00
 - Tuesday: 9:00-9:25, 11:00-1:00
 - Wednesday: 9:00-9:25, 11:00-12:30
 - Thursday: 9:00-9:25, 11:00-1:00*
- **Phone:** 865-354-3000 ext. 5050
- **Email:** brownjn2@roanestate.edu

* Additional office hours available by request.

AMERICORP VISTA INFORMATION

- **Name:** Kara Lynn
- **Office:** TBA
- **Office Hours:** TBA
- **Phone:** 865-354-3000 ext. 4924
- **Email:** lynnkm@roanestate.edu

GRADING PROCEDURE

- **Assignments and Evaluations:** Your grade will be determined based on the following:

Discussion board postings/participation	100 pts
Journal	100 pts
Final Project	100 pts
S-L Project (35 hrs)	200 pts
Possible total points:	500 pts

- **Grading Procedure:**

Discussion Boards postings/participation: You are required to attend all four scheduled classes and are required to participate on the discussion board each week we are not in class. You will be required to participate in class discussion each time we meet in person. For live class meetings, you should come prepared to discuss and answer questions about your service.

On weeks the class does not meet in person, you will participate by posting on the Momentum discussion board. Postings are due by 11:59pm EST (10:59pm CST) on Monday each week. For each posting, you are required to answer a question and respond to your classmates' postings. Your answer posting should respond to my question in detail. Your response posting should add to, support, or respectfully critique a classmate's posting. Both your answer and response should be AT LEAST two paragraphs, longer in some cases.

Journal: You are required to keep a journal in which you record your service activities. You should include an entry for each day your perform service.

Each journal entry should include:

- (1) Date, time, and location of your service and organization you served with;
- (2) Amount of time you served;
- (3) Description of service provided;
- (4) Discussion of the needs of the clients you served and how you addressed them;
- (5) Your thoughts on the service.

You should also address the following in your journal (not necessarily in every entry):

- (1) Do you feel your organization is doing an adequate job serving its constituency? Why or why not?;

- (2) Describe the clients you served and the problems they face;
- (3) How does this service relate to your major/career plans;
- (4) Did you work with any other volunteers? If so, describe them;
- (5) Do you feel the service you performed is worthwhile?;
- (6) What role do/should individuals, private organizations, and the government play in the service you performed?

Though they may vary, in general your journal entries should each be 1.5-2 pages long (either handwritten or typed, double-spaced in Times New Roman font).

I will be happy to look at your journal at any point in the semester to give you feedback. It is **highly recommended** that you take advantage of this as it can only improve your grade.

Final Project: You will be required to complete a research/reflection paper at the end of the semester. The paper should be at least 7-8 pages in length and contain at least five academic sources (if you are unsure about a source, ask me). The information you obtain from research should be combined with the experience you gain from your service. Guidelines for the paper will vary slightly based on the service you perform.

If you wish, you may turn in a rough draft of your paper. It is **highly recommended** that you do this, as it can only improve your grade.

All S-L hours must be completed by the date on schedule. If you do not complete them by the due date, you will receive an F.

- **Grading Scale:**

A=450-500

B=400-449

C=350-399

D=300-349

F=0-299

PLAGERISM & ACADEMIC INTEGRITY

-Academic Misconduct includes, but is not limited to, PLAGERISM, CHEATING, FABRICATION and FACILITATION. Academic misconduct is prohibited. Upon identification of misconduct, an instructor has the authority to assign an "F" or a zero for the exercise, the examination, or the entire course. Students guilty of academic misconduct that would typically result in the grade of "F" for the course will not be permitted to drop the class in which the academic misconduct occurred. The instructor will contact the appropriate Division Dean who will then contact Records and Request that an administrative hold be placed on the course in questions. The instructor will notify the student of the appropriate due process/appeal procedure. The administrative hold will remain in place until the academic misconduct matter is concluded.

STUDENTS WITH DISABILITIES

-Qualified students with disabilities will be provided reasonable and necessary academic accommodations if determined eligible by the appropriate disability services office staff. Prior to granting disability accommodations in the course, the instructor must receive written verification of a student's eligibility for specific accommodations from the disability services office staff. It is the student's responsibility to initiate contact with the disability services staff and to follow the established procedures for having the accommodation notice sent to the instructor.

TECHNICAL SUPPORT & ADDITIONAL RESOURCES

-**CTAT/HELP DESK:** If you are having problems logging into your course on Momentum, timing out of your course, using your course web site tools please call CTAT at: (865)-882-4556, M-F, 9-5 EST. For all other technical problems call **HELP DESK** at : (865)-354-3000 ext. 4357

-**LEARNING CENTER:**

- (1.) On the Roane County Campus, the Learning Center is located on the 2nd floor of the library. For the Schedule of tutors, call (865)-882-4677 or visit their website.
- (2.) On the Oak Ridge Campus, the Learning Center is located in the Coffey Library. For the Schedule of tutors, call (865)-481-2026 or visit their website.
- (3.) For more information, visit www.roanestate.edu/learningcenter

SYLLABUS CHANGE

-The instructor reserves the right to make changes to the syllabus as long as the students are notified.

CLOSING THOUGHT

“Happiness cannot come from without. It must come from within. It is not what we see and touch, or that which others do for us which makes us happy; it is that which we think and feel and do, just for the other fellow and then for ourselves.”

-Helen Keller

SERV 1010

Service Learning Practicum

Spring 2013

Key Dates*

Jan 17-28	<p>Introduce yourself on Momentum</p> <p>Consider options for your service project(s).</p>
Jan 28	<p>First class meeting</p> <p>Finalize plans for service project(s)</p>
Feb 4	<p>Second class meeting</p> <p>Deadline to decide on project(s)</p>
Feb 5-Mar 4	<p>Work on your service project. Make sure to take service forms to be completed by supervisor to verify your progress.</p> <p>Make sure to take part in weekly discussion on Momentum. They are due on Mondays by 11:59pm EST (10:59pm CST).</p>
Mar 1	<p>It is HIGHLY RECOMMENDED that you complete at least ten hours of service by this date.</p>
Mar 11-15	<p>Spring Break</p> <p>Enjoy your time off. Or catch up on your service if you have fallen behind (Hint: don't fall behind!).</p>
Mar 18	<p>Third class meeting</p> <p>You must have completed at least eighteen (18) hours of your service. Submit appropriate forms to verify this.</p>
Mar 19-Apr 22	<p>Work on your service project(s).</p> <p>Make sure to take part in your weekly discussions on Momentum.</p>
Apr 1	<p>It is HIGHLY RECOMMENDED that you complete at least 25 hours of your service project(s) by this date.</p>
April 15	<p>Rough draft of your paper due (optional, but recommended).</p>
Apr 22	<p>It is HIGHLY RECOMMENDED that you complete all 35 hours of your service project(s) by this date to ensure you have enough time to complete the reflection assignment.</p>
April 29	<p>Fourth and final class meeting</p> <p>You must have completed all 35 hours of your service by this date. Please bring appropriate documentation to class.</p> <p>Journals and reflection assignments are due.</p> <p>Class is finished!</p>

* Subject to change with notice.