

SERVICE LEARNING

IDH 2634H COURSE SYLLABUS



INSTRUCTOR:

Name: **Kelly Rich**

Contact Information:

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Office Location: PW706 Seminole campus

Instructor Web Page: <https://web.spcollege.edu/instructors/id/rich.kelly>

College Helpdesk (727) 341-4357 - for ALL computer problems with MYCOURSES

Office Hours (Subject to change)

By appointment

I can be available outside of office hours by appointment. Feel free to call or email to set up an appointment. The best way to reach me:

URGENT or a problem with MYCOURSES: call of text my cell phone.

Not urgent: send email to rich.kelly@spcollege.edu

During office hours: call office number. If I do not answer and you leave a message, a sound file will be sent to my SPC email address.

Not urgent but complex: call my cell or send text and I will call you. Some things are better discussed by phone than email. It is OK. Very rarely have I had a problem with students abusing the cell phone. I prefer to be available than to have students struggling and not know it.

Please do not see office hours exclusively as a time to address problems with the course. You can use them to clarify points you do not understand, to get additional readings, to talk about the subject matter in relation to your special interest, or to go over work in progress. You don't need a crisis to make productive use of these hours.

I can be available outside of office hours by appointment. Feel free to call or email to set up an appointment. The best way to reach me if the issue is not urgent is through email in MYCOURSES. After that, call the office. If you leave a message, a sound file will be sent to my SPC email address. If the issue is urgent, you may call my cell phone. I am also available before and after class.

Please do not see office hours exclusively as a time to address problems with the course. You can use them to clarify points you do not understand, to get additional readings, to talk about the subject matter in relation to your special interest, or to go over work in progress. You don't need a crisis to make productive use of these hours.

College Helpdesk #341-HELP or 341-4357 for ALL computer problems with MYCOURSES.

ACADEMIC DEPARTMENT:

Honors College, Mr. Jeff Daum

Office Location: Clearwater Campus, LI, room #216

ECampus Web Page Link: <http://www.spcollege.edu/honorscollege/>

COURSE INFORMATION:

COURSE FORMAT: This course is blended with most work being done through online research, discussion forums in MYCOURSES and three face to face meetings.

- Community service hours will provide the growth experience that will be the opportunity for reflection. These must be supervised hours with an approved community service organization filling a real community need.
- Face to face meetings are needed for orientation and student presentations. These will meet on two Fridays early and late in the semester. The locations will be announced.
- MYCOURSES discussion forums will be due weekly, first post on Friday and interactions with others by Sunday midnight. Grading will be based on 70% original post, 15% reading of posts of fellow students and 15% responses to other students.
- A written summary report will be due at the final class meeting.

COURSE DESCRIPTION: This course is designed to provide students with a laboratory in which learning experiences address human and community needs. This includes contribution to a real community need, research and reflection. Topics will include civic and social responsibility, service participation, critical thinking, social and cultural diversity, integration of theory and life experience, and experiential learning. The format will incorporate honors research, class discussion, and presentation honors portfolios on service-learning specific to the student's interests. 10 contact hours including in-class orientation and on-line discussion. The student must fulfill the requirement of 30 service hours in addition to written assignments. 10 contact hours

COURSE OBJECTIVES :

1. The student will articulate a clear understanding of service learning and of community service and its social importance.
2. The student will demonstrate a commitment to civic and social responsibility.
3. The student will discover and evaluate the interrelatedness of the community service field component with academic concepts and principles in the academic disciplines in which the student works or will work.
4. The student will exhibit reflection on the personal experience as it relates to issues of social and cultural diversity.
5. The student will evaluate the personal experience as it relates to interpersonal development including empathy, conflict resolution and collaborative problem solving.
6. The student will evaluate insights from the personal experience as it relates to self-understanding of skills and weaknesses, motivations, perspectives, personal and social values, and personal goals.

PREREQUISITES: Appropriate score on the SPC placement test or acceptance into the Honors College or approval of program director.

REQUIRED TEXTBOOK & OTHER RESOURCE INFORMATION:

This course does not require a textbook.

IMPORANT DATES:

Dates: <http://www.spcollege.edu/webcentral/admit/dates.htm>

Financial Aid: <http://www.spcollege.edu/central/SSFA/HomePage/calendar.htm>

ATTENDANCE:

The college-wide attendance policy is included in the Syllabus Addendum <http://www.spcollege.edu/central/asa/addendum.htm>. The policy notes that each instructor is to exercise professional judgment and define “active participation” in class (and therefore “attendance”), and publish that definition in each syllabus.

Generally speaking, you will earn points through participating and need to earn enough points to pass the course and get the grade you desire. And if you miss enough unit or other assignments, it will affect your semester grade, and possibly your ability to pass the course.

As of spring 2008, SPC's new attendance policies include the following:

Students who "no show" the first two weeks of a class will be automatically withdrawn. For our purposes this means that you must submit at least one discussion forum posting and/or unit quiz during the first two weeks of class to remain in the class.

Professors no longer have the ability to give withdrawals (W's). The only way students can get W's is to self-withdraw before the 60% point in the semester. Students who self-withdraw after the 60% point will receive a grade of WF, which will show as an F on transcripts.

At the 60% point in the semester, instructors will note students who are no longer participating but have not self-withdrawn from the course. Those students will automatically receive grades of WF. For our purposes, that means students who have not turned in the vast majority of assignments before the 60% point.

Instructors are still required to maintain attendance records and report students with VA benefits who are absent for two consecutive classes. Instructors are also required to keep attendance records on dual enrollment students, student-athletes, and some other special population student groups. This weekly attendance will be based on the submission of weekly assignments, not simply logging into the course.

So here's how this works in our class. Each week you are required to submit one or two discussion forum posting(s) and reply to the posts of other students, one or two unit quiz(s), and some other assignment(s) that might be due that week. Failure to do so during that Monday-Sunday time frame constitutes an absence for the week. Even if your absence is excused, you must complete all coursework before that unit closes. It is best to work a little ahead.

GRADING:

Grading: There are a total of 200 possible points available in the course.

My grading scale is as follows:

A: 180 - 200 points (90-100 %)

B: 160 - 179 points (80-89 %)

C: 140 - 159 points (70-79 %)

D: 120 – 139 points (60-69%)

F: 0 – 119 points (0-59%)

Late Work: Late work will be accepted with a penalty. You will lose 10% of the assignments worth after the due date and each class period there after. It is considered received when it is the instructor's hand. Discussion forums are meant to be class interactions and cannot be made up.

ASSIGNMENTS:

Assignments and Possible Points

Service Hours	Pass / Fail
Discussion Forums	100
Supervisor Interview	50
Final Reports	50
TOTAL	200

Service Hours: A log must be kept of service hours completed. No grade is given. This is pass or fail. If the hours are not met, the student cannot pass the course.

Discussion Forums: The first meeting introductions will count as one full credit discussion grade worth. Weekly posts will be required. The first and second will involve some research. Posts are always stronger when grounded in some research, literature or authoritative sources. Most of the discussions will involve personal reflection which is particularly important for this course. Though the postings have to be done on time, students are encouraged to think about the upcoming questions. Think ahead, but do not work more than a week ahead. Original posts will be due at the latest by Friday midnight and replies by Sunday midnight.

Students who are taking this course for the second or third time may choose to participate in a different set of discussion forums. These will be based on a book chosen for our discussions and will involve reading and reflecting on our service activity.

Class Meetings: There are two class meetings as indicated in the lessons tab of MYCOURSES. The *first meeting* is to get to know each other and go over the course objectives and requirements. Attendance and participation is worth a Discussion forum grade which cannot be made up. The lowest discussion forum grade is dropped, so if you do not attend, be sure not to miss any of the other posts. The *second meeting* is for presentations by students. This meeting will last for two hours. The oral presentation before the class and participation in the projects of others will be worth 30% of the presentation grade. Make arrangements early to attend.

Supervisor Evaluation: In this assignment, grade is given on the *reflection* of the student and not the comments of the mentor. Consider early who is the most appropriate person to give an evaluation. The evaluation should list strengths, weaknesses, areas for growth and recommendations for the future. This is not a performance evaluation. It is mentoring advice. This will likely be a in the form of a conversation on which the student takes notes. The grade will be given on the student's notes and reflection -- the insight and usefulness of the evaluation for personal growth. We are less interested in the actual responses, how positive or negative the supervisor comments. A great recommendation presenting one as just short of perfect is not really very helpful. Rather, the assignment asks, "can the student benefit from feedback?" This will be confidential between students and instructor and will not be shared with the class.

Presentations: These will be presented the last class meeting and can be done individually or in group. More specific instructions will be provided.

Summary Reports: More specific instructions will be provided.

STUDENTS' EXPECTATIONS AND INSTRUCTOR'S EXPECTATIONS

We will be discussing some controversial topics so **be respectful**. I reserve the right to delete any post. For example, I may delete posts that are disrespectful or off topic. If the student persists I may delete the student!!!

Feel free to communicate through email, office hours and office phone. If you have an urgent matter, you may call me. Please do not call after 9:30 PM. I have children and do not want the phone ringing late at night. Weekends are OK as well.

It is your responsibility to keep copies of the confirmation of your work. It is also your responsibility to turn in work in a format I can read. Microsoft *.doc, *.docx, *.rtf, *.pdf are all good options. For saving confirmations or submitting work, consider a program like the following.

You may also want to save your work as a PDF file. One free program I have used with good results is DoPDF from www.download.com. Once you install it, go to the print menu and you will find it as an optional printer. Instead of printing on paper, the program will ask for a location for saving the document and will produce a PDF file. This allows you to turn in work in a format everyone can read, preserves formatting, and if you are just saving a confirmation, it saves paper and does not require a printer.

Necessary Accommodations vs. Special Treatment

- The only necessary accommodations will and should be given to student's who have faxed documentation of disability or to students who have faxed proof of emergency during the time in question. This needs to be submitted at the time of the emergency or days there after. The fax number is found at the beginning of the syllabus.
- Special Treatment differs greatly from necessary accommodations (outlined above). Special treatment is requested by a student without a disability or documented emergency but who still expects extensions or other special treatment not extended to the rest of the class.
- No special treatment should or will be given. Remember, this is ethics. You are all equal in this class - as is fair. So, please, do not ask for special treatment.

Here are some guidelines for student and teacher participation in online courses.

Online /Student Conduct

<http://www.spcollege.edu/ecampus/help/conduct.htm>

Online Student, Faculty and Staff Expectations and Performance Targets

<http://www.spcollege.edu/ecampus/help/expectations.htm>

STUDENT SURVEY OF INSTRUCTION:

The student survey of instruction is administered in courses each semester. It is designed to improve the quality of instruction at St. Petersburg College. All student responses are confidential and anonymous and will be used solely for the purpose of performance improvement.

SIGNATURE PAGE:

I have read, understand, and agree to abide fully by the parameters set in this Syllabus and Syllabus Addendum.

Student Signature:

Date: