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 transcripts. Students who fail to meet the requirements of the Practicum by the posted deadlines will earn a Fail (F) grade. Incomplete (I) grades will not be granted unless specifically requested by the student prior to the last day of classes (Tuesday, May 10th) and are assigned at the discretion of the student’s designated Service-Learning Coordinator. Please talk to a Program Coordinator if you have any questions. Per the Spring 2016 Academic Calendar, the last day to withdraw from 096 Prac without a grade “W” on your transcript is Friday, February 5th, 2016.

APPLIED LEARNING THROUGH SERVICE

“Service-Learning is a form of experiential education in which students engage in activities that address human and community needs together with structured opportunities for reflection designed to achieve desired learning outcomes.” (Dr. Barbara Jacoby, Service-Learning in Higher Education, 1996) Accordingly, key principles of Service-Learning are reflection and reciprocity.

The Student Learning Outcomes for Practicum 096: Community Service & Learning are:

- Increase awareness of community assets and needs
- Enhance sense of civic responsibility
- Strengthen critical thinking/problem-solving skills through critical reflection
- Increase self-confidence and competence
- Promote leadership development
- Explore skills needed to advocate for themselves and others

096 PRACTICUM INFORMATION

<table>
<thead>
<tr>
<th>Task</th>
<th>Due date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete Blackboard Orientation Quiz</td>
<td>Friday, February 5th (BEFORE you begin at your service site)</td>
</tr>
<tr>
<td>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 their site weekly and consistently.</td>
<td>Tuesday, May 10th</td>
</tr>
<tr>
<td>Complete Service Learning Expectations and Learning Objectives Form with your Service-Learning Coordinator or service site supervisor. Access form here: <a href="http://shrivercenter.umbc.edu/096-community-service-learning-practicum/">http://shrivercenter.umbc.edu/096-community-service-learning-practicum/</a></td>
<td>Friday, March 11th</td>
</tr>
<tr>
<td>Complete the Basic Info profile on UMBCworks</td>
<td>Friday, March 11th</td>
</tr>
</tbody>
</table>

Click on EDIT underneath your current service, internship, co-op, or research placement. This will take you directly to the Basic Exp. Learning Information screen. To complete your Evaluations and Semester Report, click on the grey titles to the right of your experience on the Exp. Learning homepage.


Complete All Service-Learning Reflection Questions on Reflection Question 1: Sunday, March 6th, 2016 at 11:55 pm
Blackboard. Responses should be at least 200 words in length.

- 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 200 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.”

### Other Information:

- **Reflection Question 2:** Sunday, March 13th, 2016 at 11:55 pm
- **Reflection Question 3:** Sunday, March 20th, 2016 at 11:55 pm
- **Reflection Question 4:** Sunday, March 27th, 2016 at 11:55 pm
- **Reflection Question 5:** Sunday, April 3rd, 2016 at 11:55 pm
- **Reflection Question 6:** Sunday, April 10th, 2016 at 11:55 pm
- **Reflection Question 7:** Sunday, April 17th, 2016 at 11:55 pm
- **Reflection Question 8:** Sunday, April 24th, 2016 at 11:55 pm
- **Reflection Question 9:** Sunday, May 1st, 2016 at 11:55 pm
- **Reflection Question 10:** Sunday, May 8th, 2016 at 11:55 pm

### Attend 2 Reflections Sessions.

If you serve at a “Student Coordinator Led Site,” then you will complete these reflections with your Site Team.

If not, you will need to attend two sessions from 3 series that are facilitated by Service-Learning staff. Each session within a series will be the same workshop. Each student must attend two reflection sessions from different series.

If you do not attend two sessions and are not at a “Student Coordinator Lead Site” you must complete an Alternative Reflection Assignment. This will be sent out during the semester from the S-L Staff.

<table>
<thead>
<tr>
<th>Series One Dates:</th>
<th>Series Two Dates:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Monday, March 28th: 12-1p in PUP 107;</td>
<td>• Monday, April 11th: 12-1p in PUP 107;</td>
</tr>
<tr>
<td>• Wednesday, March 30th: 12-1p in PUP 107</td>
<td>• Wednesday, April 13th: 12-1p in PUP 107</td>
</tr>
</tbody>
</table>

| Series Three Dates: | |
|-------------------| |
| • Monday, April 25th: 12-1p in PUP 107; | • Monday, April 25th: 12-1p in PUP 107; |
| • Wednesday, April 27th: 12-1p in PUP 107 | • Wednesday, April 27th: 12-1p in PUP 107 |

### Complete Student Evaluation and Placement Evaluation on UMBCworks.

[http://www.careers.umbc.edu/umbcworks](http://www.careers.umbc.edu/umbcworks)

**Tuesday, May 10th**

### Submit Service-Learning Time-Sheet as a record of service hours.


**Tuesday, May 10th**

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**The Shriver Center, 1st Floor, Public Policy Building, (410) 455-2493**

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