

*Center for Leadership & Social Change*

***Lead. Serve. Transform***

SOW 1054-01: Human Service Experience

(*1 credit hour, Fall 2019)*

This course can be accessed through Canvas

**Instructor**: Joi N. Phillips, Ph.D. **Office Location:** DSC 1115

**Office Phone:** (850) 644-9567 **Email:** **jnphillips@fsu.edu**

 **Office Hours:** By Appointment

**Course Location/Meeting Time:**

Canvas via Zoom/Wednesdays from 3:30pm-5:00pm

1. **Prerequisites or Co-requisites:**
	1. Admitted into the Service Scholar Program
2. **Course Description/Objectives**:

This course is designed to provide FSU Service Scholars with an introduction to community service in the Tallahassee/Big Bend community. The basic aims of several issue areas will be explored.

By the end of course, students will:

1. Gain an introduction to the human service experience.
2. Explore several areas of service, including education, youth development, poverty issues, health and nutrition, and environmental issues.
3. Understand and explore the basic aims of service in each of these areas.
4. Identify their own specific talents and interests that may intersect with community need.
5. **Diversity Community Foundations**

In order to best meet the goals of the course and to create space for meaningful and honest dialogue, the Foundations of a Diverse Community will be practiced. These foundations were developed by The Washington Consulting Group™ and are as follows:

* Communities are built through building relationships of trust and commitment.
* We are all doing the best we can (most of the time).
* We don’t know all there is to know
* Just because you are, does not mean that you understand.
* Oppression is pervasive and impacts us all.
* Systemic oppression is not necessarily our faults, but we must accept responsibility.
* Conflict and discomfort are often part of growth.
* Seek first to understand, then to be understood.
* Practice some forgiveness and letting go.
* Self-work, healing, and love are necessary for acceptance of others
* There are no quick fixes.
* Individuals and communities do grow and change.
* There is hope.
1. **Required Texts, Readings, and/or other Resources**

Stoecker, R. (2005). Research methods for community change: A project-based approach. Thousand Oak, CA: Sage Publications, Incorporated.

Readings will be assigned throughout the course for reading, reflection, and discussions, which will be posted on the course Canvas site.

1. **Topical Course Outline**

A detailed overview for each week, including resources and discussion prompts will be available on the course website***.***

1. **Teaching Strategies**

The stated objectives of this course will be accomplished through three components:

***Knowledge Component:*** Class lectures, readings, and classroom assignments will be used to provide an overview of the pertinent factors of exploring issue areas related to community engagement.

***Awareness Component:*** The reflection activities and class exercises will be used to increase students’ awareness of personal attitudes, beliefs and values that may affect their effectiveness as a service scholar and community supporter. Additionally, two-on-one meetings as well as classroom and Canvas discussions will serve as forums to discuss these issues.

***Experience Component:*** The service hours and interactions with guest speakers will be used to provide students with experience interacting with individuals who are experts in the areas of community engagement, leadership development, and diversity and inclusion work.

***Students are expected to participate in class activities and to complete the required service experiences satisfactorily.***

1. **Service Activities**

Due to the COVID-19 pandemic, students will not be required to complete service hours as part of this course. Instead students will be required to complete a reduced number of service hours (20), outside of this course, and participate in the Service Scholar book club for the fall semester.

Students will record service hours on a ServScript form, which will require documentation of proof of service. Travel time to and from sites does NOT count as service.

**Below are the five areas of service we will be exploring, along with service site examples (*there are more agencies that fall into each category than is represented; please note that all agencies listed are located in the Tallahassee/Big Bend Area*).**

**Education (Youth/Adult)**

Grace Mission; Leon County Schools Volunteer/Mentor Program;

Kids, Inc.; 4H

**Youth (Character Development/Life Skills)**

Capital City Youth Services (CCYS); Peace Jam; Boys & Girls Club;

Boy’s Town

**Poverty (Homelessness/Unemployment)**

ECHO; Hope Community; Habitat for Humanity; Kearney Center

**Health & Nutrition**

\*Frenchtown Urban Farm; America’s Second Harvest of the Big Bend; Westminster Oaks

**Environmental Issues**

Garnet & Gold Goes Green; Keep Tallahassee/Leon County Beautiful

*\*Gardening experiences could also be counted in the Environmental Issues category.*

1. **Expectations/Attendance**

**First-day Attendance**

University-wide policy requires all students to attend the first class meeting of all classes for which they are registered. Students who do not attend the first class meeting of a course for which they are registered will be dropped from the course by the academic department that offers the course. In order to enforce this policy, instructors are required to take attendance at the first class meeting and report absences to the appropriate person in their department or school/college.

**University Attendance Policy**

**Excused absences include documented illness, deaths in the immediate family and other documented crises, call to active military duty or jury duty, religious holy days, and official University activities. These absences will be accommodated in a way that does not arbitrarily penalize students who have a valid excuse. Consideration will also be given to students whose dependent children experience serious illness.**

**Netiquette Statement**

Considering this course consists of reflective and other activities associated with the course content and may be completed in-class or on the course Canvas site, it is important for students to have a reference point for successful participation in this online environment.

Be mindful of the Core Rules of Netiquette taken from Virginia Shea’s Book and Website -<http://www.albion.com/netiquette/corerules.html>

Rule 1:  Remember the Human.

Rule 2:  Adhere to the same standards of behavior online that you follow in real life.

Rule 3:  Know where you are in cyberspace.

Rule 4:  Respect other people’s time and bandwidth.

Rule 5:  Make yourself look good online.

Rule 6:  Share expert knowledge.

Rule 7:  Help keep flame wars under control.

Rule 8:  Respect other people’s privacy.

Rule 9:  Don’t abuse your power.

Rule 10:  Be forgiving of other people’s mistakes.

**Title IX Statement**

As a recipient of Federal financial assistance for education activities, FSU is required by Title IX of the Education Amendments of 1972 to ensure that all of its education programs and activities are free from discrimination on the basis of sex. Sexual discrimination includes sexual misconduct (sexual violence, stalking, intimate partner violence, gender-based animosity and gender-based stereotyping). If you have questions about Title IX or wish to file a Title IX complaint, please visit the FSU Title IX website: www.titleix.fsu.edu or call the Title IX Director 850-644-6271. Please note that as Responsible Employees, all faculty are required to report any incidents of sexual misconduct to the Title IX Office.

The Victim Advocate Program at FSU has a confidential advocate on call twenty-four hours a day to respond to FSU students, faculty, and staff who are victimized, or any other person who is victimized on our campus, or by an FSU student. Daytime Phone: 850.644.7161, 850.644.2277, or 850.645.0086. Nights, Weekends & Holidays 850.644.1234 (FSUPD) Ask to speak to the on-call advocate.

**Sexual Harassment Policy**

Sexual harassment is a form of discrimination based on a person's gender. Sexual harassment is contrary to the University's values and moral standards, which recognize the dignity and worth of each person, as well as a violation of federal and state laws and University rules and policies. Sexual harassment cannot and will not be tolerated by the Florida State University, whether by faculty, students, or staff; or by others while on property owned by or under the control of the University.

**Non-Discrimination Statement**

The University’s non-discrimination statement begins with: “Florida State University is an equal opportunity employer and educational provider committed to a policy of non-discrimination for any member of the University’s community on the basis of race, creed, color, sex, religion, national origin, age, disability, genetic information, veterans’ status, marital status, sexual orientation, gender identity, gender expression, or any other legally protected group status. This policy applies to faculty, staff, students, visitors, applicants, and contractors in a manner consistent with applicable laws, regulations, ordinances, orders, and University policies, procedures, and processes.” (See: http://www.hr.fsu.edu/PDF/Publications/diversity/EEO\_Statement.pdf)

A Discrimination Reporting process has been established to provide a support system and to aid community members in reporting and responding to acts of discrimination. These systems provide free and private services for students to report behavior believed to be an incident of discrimination. The Florida State University is committed to creating and maintaining a safe and welcoming atmosphere for all students, faculty and staff. Fostering this climate includes taking constructive action if one witnesses or knows about behavior perceived to be inconsistent with the Seminole Creed, which may include violating the student code of conduct and/or university policies. The following departments on campus serve as resources for all students in navigating and managing the reporting process:

* Incidents of discrimination between students ([report.fsu.edu](http://thecenter.fsu.edu))
* Incidents related to sexual assault or harassment ([report.fsu.edu](http://deanofstudents.fsu.edu))
* Office of Equal Opportunity & Compliance - Incident of discrimination committed by faculty/staff (<http://hr.fsu.edu>)

You may elect to submit an incident report electronically. Upon receiving the report, a staff member will follow up and respond as appropriate.

**Course Expectations**

A **computer** with a reliable high-speed Internet connection, access to the course site, and an active FSU e-mail account is needed. **Do not attempt to complete assignments, discussion boards, etc., on a smart phone or tablet.** Students will need to be able to open and save documents in Microsoft Word 2010 or higher. ***It is expected that each student will check the course site and e-mail regularly and setup Notifications settings in Canvas to receive course postings in a timely manner.***

To succeed, students need to keep up to date on the class discussions and required readings. ***No late assignments*** are accepted, except in the cases of special circumstances as specified in the University Attendance Policy.

In SOW 1054, class discussion and participation in activities are expected and designed to provide diverse opportunities to interact with ideas and each other to facilitate the understanding of concepts covered in the course. In cases of absences and tardiness, **students are still responsible for all material covered in class and for turning in assignments on time (unless prior arrangements are made in more serious situations).** Please notify the instructor in advance of an absence and tardiness whenever possible. If advance notification is not possible, please make all attempts to notify the instructor via email at jnphillips@fsu.edu.

**Class Participation**

Active participation in class discussions and completion of in-class assignments are expected in every class, so students are expected to be prompt and attend all class sessions. Missed assignments cannot be made up unless prior arrangements for your absence have been made with the instructor. An "excused" absence is only allowed for a University sponsored event or an emergency situation—you must provide written documentation for consideration of an excused absence. **It is the student’s responsibility to provide documentation and to meet with the instructor to make up any missed assignments consistent with the University Attendance Policy. Attendance will be taken each class meeting at the beginning of class.** *This policy will be strictly enforced.*

We believe that this course provides endless learning opportunities; however, this is not only the responsibility of the instructors. Therefore, during class students must silence/close all cell phones, tablets, laptops, or other electronic communication devices. Tablets and laptops may be used with prior approval from the instructor. Service Scholars found using their electronic communication devices during class will be marked absent for the day.

**Canvas Use**

This course will be making use of the University learning management system, Canvas. Each student has an e-mail account through the university. Be sure that you have your FSUID and password so that you can access Canvas at <http://campus.fsu.edu>. This is the official method that the instructor will use for communicating with the whole class and/or individual students regarding assignment reminders, course syllabus revisions/updates, etc. If you routinely use a different email account, be sure that you follow up and forward your messages from your campus email account to where you prefer to get your e-mail. Be sure that you record your FSUID and that your password is something that you will remember. If you have problems accessing Canvas, contact the helpdesk at (850) 644-HELP, <http://helpdesk.fsu.edu> or it-help@fsu.edu

**Writing Assignments**

All written assignments (including discussion boards) to be turned in must be typed, double-spaced, twelve-point Times New Roman font with one-inch margins on all sides. Unless noted differently in the grading criteria/rubric, **all written assignments require proper labeling in the top left corner, which includes student name and the title of assignment**. Specific word count will be noted for each writing assignment and should be adhered to. *Points will be deducted for papers with less than the minimum word count and more than the maximum word count.* Your paper should also be proofread and free from grammatical and spelling errors. Papers that do not comply with this format or that contain numerous errors will lose points accordingly. Make sure you use the dictionary and the spell check and grammar checking tools available for you in your word processing software program. **No late assignments will be accepted.**

Service Scholars are expected to present solid content and convey their message using appropriate grammar, syntax, punctuation, and language. Written assignments will be reviewed for both content and presentation. Proper citations will be expected for all material that is taken directly or paraphrased from another source. You must read enough sources (books, articles and so on) to be able to write and speak with authority and substance on the topic you have chosen. For a college level paper, a standard to adopt is to have at least one reference in the bibliography per page of text (e.g. a 5-page paper should be supported by roughly 5 references). Of course, a book is of more value than one article from a journal so one book may be the equivalent of three or four articles, depending on the book. However, it depends on the quality of the research and analysis. Material from a source you did not originally create must be appropriately and correctly referenced using APA (6th Ed.) style format. Refer to: [**https://owl.english.purdue.edu/owl/section/2/10**](https://owl.english.purdue.edu/owl/section/2/10)and the course Canvas site.

**Any class assignment turned in late will receive a grade of zero unless prior approval has been arranged with the instructor.**

**In-class assignments**

Activities and tasks such as reflective activities will occur frequently during our class time. Many of these tasks may be collected and graded. You must be in class to receive points for the assignments unless **PRIOR** arrangements have been made with your instructor. There will be no make-ups.

**One-On-One Meeting Days**

We do not have regular class meetings on these days. Use this time to meet with your instructor, complete service hours, complete assignments, and work with your peers/groups (if necessary).

1. **Grading/Evaluation**

**Assignment Descriptions**

1. **One-on-One Meetings with Instructor (2 @ 50 points = 100 points)*:*** You will schedule and attend a 30 minute one on one session with the instructor on October 7, 2020 and November 18, 2020.
2. **Service Plan *(120 points):*** Each student will create a service plan that details the where and when service will be completed.
3. **Reflective Activities/Discussion Boards (9 @ 20 points = 180 points):** In order for students to have an opportunity to interact with one another and share ideas about what they are learning from the course, students will complete reflective activities, which may be completed in class or online via the course discussion board. These discussion boards/reflective activities will derive from the course topical outline, service learning, and summary assignments/activities. Discussion boards may involve supplemental course materials, which is intended to encourage students to develop critical thinking skills related to the topics discussed in the course**.** ***Assignment grading criteria will be provided separately.***
4. **Final Reflection Paper (40 points):** Each student will complete a summative reflection paper at the end of the semester. This paper will provide an opportunity for students to reflect on the semester and begin thinking about and setting goals for the spring semester. ***Assignment grading criteria will be provided separately.***

In **SOW 1054**, all assignments, except for the ServScript form, will be graded with a rubric, which students will be provided. All assignment criteria and grading rubrics will be posted on the course Canvas site. **All assignments are combined to determine the final grade in this course**. This course follows an S/U designation for a total of **370** points possible. The chart below highlights the grading scale. Students need to compare their total points earned to the grading scale to determine their final grade in this course.

*Note that in order to pass this course with a grade of S (Satisfactory) a grace of C- or higher will need to be earned. Any earned grade that is a D+ or less will result in the grade of U (Unsatisfactory).*

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| **ASSIGNMENT CHART** |
| **Assignment** | **Course****Objectives** | **Points****Possible** |
| *One-on-One Meetings (2)* | 1, 2, 4 | 50 x 2 = 100 |
| Service Plan | 2 | 120 |
| Reflective Activities/Discussion Boards (9) | 2, 3, 4 | 9 x 20 = 180 |
| Final Reflection Paper | 1, 2, 3 | 100 |
| **Totals** | **430** |

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| **Grading Scale Format** |
| **Letter Grade** | **Points** | **Letter Grade** | **Points** |
| **A** | 468-500 | **C** | 370-384 |
| **A-** | 450-467 | **C-** | 350-369 |
| **B+** | 435-449 | **D+** | Unsatisfactory |
| **B** | 416-434 | **D** | Unsatisfactory |
| **B-** | 400-415 | **D-** | Unsatisfactory |
| **C+** | 385-399 | **F** | Unsatisfactory |

Note that in order to pass this course with a grade of S (Satisfactory) a grace of C- or higher will need to be earned. Any earned grade that is a D+ or less will result in the grade of U (Unsatisfactory).

**Free Tutoring from FSU**

On-campus tutoring and writing assistance is available for many courses at Florida State University. For more information, visit the Academic Center for Excellence (ACE) Tutoring Services’ comprehensive list of on-campus tutoring options - see <http://ace.fsu.edu/tutoring> or contact tutor@fsu.edu. High-quality tutoring for fundamental concepts in math, statistics, science, and additional subject area. Tutoring is available by appointment and on a walk-in basis. These services are offered by tutors trained to encourage the highest level of individual academic success while upholding personal academic integrity.

**Basic Needs**

Any student who faces challenges securing their food or housing and believes this may affect their performance in the course is urged to contact the Dean of Students for support. Furthermore, please notify the instructor if you are comfortable in doing so. This will enable her to provide any resources that she may possess.

1. **Academic Honor Policy**

The Florida State University Academic Honor Policy outlines the University’s expectations for the integrity of students’ academic work, the procedures for resolving alleged violations of those expectations, and the rights and responsibilities of students and faculty members throughout the process. Students are responsible for reading the Academic Honor Policy and for living up to their pledge to “. . . be honest and truthful and . . . [to] strive for personal and institutional integrity at Florida State University.” (Florida State University Academic Honor Policy, found at <http://fda.fsu.edu/Academics/Academic-Honor-Policy>.

**For SOW 1054:** Persons violating the Honor Code in any assignment will receive a minimum penalty of a zero for that grade and may receive an *Unsatisfactory* for the course at the instructor’s discretion.Anyone witnessing a violation of the Honor Code is ethically bound to report it to the instructor. Failure to do so is an Honor Code violation.

To protect students and colleagues, **pseudonyms must be used in all the work submitted for this class and in all class dialogue**. False names for teachers, schools, and students in oral and written work should be used.

Material from a source you did not originally create must be appropriately and correctly referenced using APA style.

**Course Materials and Products**

Students are expected to maintain the integrity of their work by completing and submitting individual work (e.g., quizzes, tests, written assignments, etc.) and are prohibited from sharing course assignments/answers/products not purchased by the student (e.g., text books and supplemental materials) electronically (e.g., Facebook, twitter, etc.) or any other such format. The University Academic Honor Code will be strictly enforced regarding course information sharing and students not submitting individual work and/or sharing course materials (e.g., quizzes, texts, written assignments, etc.).

1. **Americans with Disabilities Act**

Students with disabilities needing academic accommodation should:

(1) register with and provide documentation to the Student Disability Resource Center; and (2) bring a letter to the instructor indicating the need for accommodation and what type.

Please note that instructors are not allowed to provide classroom accommodations to a student until appropriate verification from the Student Disability Resource Center has been provided. This syllabus and other class materials are available in alternative format upon request. For more information about services available to FSU students with disabilities, contact the:

Office of Accessibility Services

874 Traditions Way

108 Student Services Building

Florida State University

Tallahassee, FL 32306-4167

(850) 644-9566 (voice)

(850) 644-8504 (TDD)

oas@fsu.edu

<https://dsst.fsu.edu/oas>

1. **Syllabus Change Policy**

Except for changes that substantially affect implementation of the evaluation (grading) statement, this syllabus is a guide for the course and is subject to change with advance notice.