

# WORKEXPERIENCE

Learn. Earn. Achieve.



Syllabus: CI 51 Community Involvement

[Course Outline of Record](#)

**Description:** A self-directed student volunteer program designed to facilitate experiential learning and service to the community. Students work 50 hours per unit per semester for 0.5-3.0 units of credit at a variety of placements including schools, animal-care facilities, recreation programs, day care centers, and various social service agencies.

**Recommended Preparation:** Eligibility for ENGL 100 or ESL 100.

**Limits on Enrollment:** Student must complete an informational meeting with the instructor, understand requirements for placement, confirm knowledge of work-based learning objectives, and secure volunteer placement prior to enrollment.

**Transferability:** CSU

**Repeatability:** 16 Units Total

## Student Learning Outcomes:

Students will be able to:

1. Develop specific and measurable work-based learning objectives.
2. Evaluate the volunteer activity through written analysis.

## Objectives:

Upon completion of the course, students will be able to:

1. Research and evaluate volunteer opportunities.
2. Analyze student's role and duties in the volunteer position.
3. Develop and complete written learning objectives.
4. Evaluate career fields while working at volunteer jobs.
5. Keep accurate records of volunteer hours.

## Instructor

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## Work Experience Department Contact

### Santa Rosa Work Experience Office

Bertolini Student Center 3rd floor, Room 4842  
(707) 527-4329 Monday – Friday 8:00 – 5:00

### Course Resources

Course resources are located in Canvas.

### Petaluma Work Experience Office

Kathleen Doyle Hall, Room 214 (707)  
527-4329 Call for office hours

## Course Requirements

1. **Orientation** - Below are the dates, times, and locations of the CI 51 Mandatory Orientation for Fall of 2017. In order to remain enrolled in the CI 51 course, students must attend one of the following meetings.

DATE	TIME	LOCATION
<b>MONDAY, AUGUST 28</b>	10:00 a.m. to 11:00 a.m. <b>Or</b> 11:00 a.m. to 12:00 p.m.	Third Floor Bertolini Room #4875
	<b>Or</b> 6:00 p.m. to 7:00 p.m.	Second Floor Bertolini Room #4731
<b>WEDNESDAY, SEPTEMBER 6</b>	11:00 a.m. to 12:00 p.m. <b>Or</b>	Third Floor Bertolini Room #4731
	6:00 p.m. to 7:00 p.m.	Third Floor Bertolini Room #4731

2. **Develop 3-4 Learning Objectives** – Students are required to develop 3-4 learning objectives in consultation with their volunteer site supervisor; these objectives must focus on new learning. Before the supervisor signs them, upload them to your Canvas assignment for final input and approval. Note Taking volunteers will be given pre-approved learning objectives.
3. **Student Essay** - All students are required to write a 2 page or longer Student Essay. Directions, grading criteria and deadlines are located in your Canvas course shell.
4. **Supervisor Evaluation** – Your volunteer site supervisor must grade each objective, verify hours worked and sign the CI Agreement form which will be uploaded to your Canvas course shell.

### Course Grading Criteria

Assignments / Requirements	Points Possible
Attended orientation / responsive to instructor's contacts	10
Wrote specific, measurable objectives; submitted signed objectives sheet at beginning of semester	20
Evaluation of objectives by supervisor	30
Student Essay	30
Hours verified by supervisor and submitted by deadline	10
<b>TOTAL</b>	<b>100</b>

A=90 – 100 points  
B=89 – 80 points  
C=79 – 70 points  
D=69 – 60 points  
F= 59 & below

To determine the number of units you will receive, please use this chart:

Units	Total minimum volunteer hours worked
.5	25
1	50
1.5	75
2	100
2.5	125
3	150

\*If hours worked do not meet enrolled unit requirements, an automatic unit decrease at the end of the semester will be made. Example: Enrolled in 2 units (100 hrs. required); worked 85; student receives 1.5 units of credit.

Important Information:

- **Students who fail to attend one of the mandatory Orientation meetings or meet with one of the instructors will be dropped from the course.**

### Late Assignment Policy

All assignments are due at midnight PST on the due date.

### **Standards of Conduct**

Students who register in SRJC classes are required to abide by the SRJC Student Conduct Standards. Violation of the Standards is basis for referral to the Vice President of Student Services or dismissal from class or from the College. See the [Student Code of Conduct page](#).

Collaborating on or copying of an assignment in whole or in part will be considered an act of academic dishonesty and result in a grade of 0 for that assignment. I encourage students to share information and ideas, but not their work. See these links on Plagiarism:

[SRJC Writing Center Lessons on avoiding plagiarism](#) [SRJC's statement on Academic Integrity](#)

### **Special Needs**

Students with disabilities who believe they need accommodations in this class are encouraged to contact Disability Resources (527-4278), as soon as possible to better ensure such accommodations are implemented in a timely fashion.

### **Important Dates**

**Day Class Begins:** 8/21/17

**Last Day to Drop with refund:** 9/3/17

**Last Day to Add courses with instructor's approval:** 8/27/17

**Last Day to Drop without a 'W' symbol:** 9/10/17

**Last Day to Drop with a 'W' symbol & Increase WE units:** 11/19/17

### **Non-Discrimination Policy**

The Sonoma County Junior College District does not discriminate on the basis of race, religious creed, color, national origin, ancestry, ethnic group identification, physical disability, mental disability, medical condition, genetic condition, marital status, sex, gender, gender identity, gender expression, genetic information or sexual orientation in any of its policies, procedures or practices; nor does the District discriminate against any employees or applicants for employment on the basis of their age. This nondiscrimination policy covers admission, access and treatment in District programs and activities--including but not limited to academic admissions, financial aid, educational services and athletics--and application for District employment.

**The Sonoma County Junior College District is an equal opportunity employer**