

# WORKEXPERIENCE

Learn. Earn. Achieve.



Syllabus: CI 51 Community Engagement

[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 measureable 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: Kim Kinahan [kkinahan@santarosa.edu](mailto:kkinahan@santarosa.edu) 707-521-7946

## Work Experience Department Contact Santa Rosa Work Experience Office

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

## Course Resources

Course resources are located in Canvas.

# COURSE REQUIREMENTS

ASSIGNMENT	POINTS	DATE
<b>Communication</b> <ul style="list-style-type: none"> <li>Informational Meeting w/Work Experience Instructor</li> <li>Responsive to instructor's contacts, via email or phone</li> </ul>	10	Beginning of semester  Throughout semester
<b>Learning Objectives</b> <ul style="list-style-type: none"> <li>Develop 4 Learning Objective objectives with Volunteer Site Supervisor</li> <li>Complete and submit Learning Objective form with signatures to Work Experience Office</li> </ul>	20	Beginning of semester
<b>Reflective Essay</b> <ul style="list-style-type: none"> <li>2 pages – requirements in Canvas</li> </ul>	30	Check Canvas course shell
<b>Evaluation of Learning Objectives</b> <ul style="list-style-type: none"> <li>Volunteer Supervisor evaluates each Learning Objective based on 0-4 scale</li> <li>Submit copy either scan or picture to Canvas course shell.</li> </ul>	30	Submitted at conclusion of volunteer hours
<b>Hours Worksheet</b> <ul style="list-style-type: none"> <li>Complete hours worksheet at each shift</li> <li>Student keeps original and submits a picture or scan to Canvas</li> </ul>	10	Submitted at conclusion of volunteer hours

**Course Grading Criteria**

<b>Assignments / Requirements</b>	<b>Points Possible</b>
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:**

<b>Units</b>	<b>Total minimum volunteer hours worked</b>
.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: Student must meet with instructor to obtain add code for course. Contact the Work Experience Office for an appointment 707-527-4329.

**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**

June 18, 2018 CLASSES BEGIN

July 4, 2018 Independence Day Holiday

August 15, 2018 Last day of summer term

**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**