Course Description:
Through the completion of a 35-hour community service requirement, journals, a written paper assignment, and the attendance of five class meetings, the goals of this 1-credit course are for students to:

- Develop a sense of responsibility and commitment towards public service;
- Improve their understanding of the societal problems that affect members of the Syracuse community;
- Identify the strengths and weaknesses of using volunteers at community agencies; and
- Relate community service experiences and issues to the assigned readings.

PAF 110 will focus on specifically what service is, how to conduct mutual and beneficial service, and finally how to long-term sustain the service you engage in. You will complete the given reporting calendars and obtain a signature from your agency supervisor each month. In addition, agency visits and monitoring will be conducted by the instructor and/or the TA, throughout the semester. Students are to complete all 35 hours of their service requirement by Friday, May 1, 2020.

Credits: 1 credit

Prerequisites / Co-requisite: There are no prerequisites for this course.

Eligibility Requirements: Seniors must obtain permission from the instructor to register for this course.

Required Texts:

Course Requirements and Expectations:
Required Class Meetings*:
Tuesday, January 14, 5:00-6:20pm: Course Orientation/Placement Selection
Tuesday, January 28, 5:00 – 6:20pm: Contracts due
Tuesday, February 11, 5:00 – 6:20pm:
Tuesday, March 10, 5:00-6:20pm: Journal #1 due
Habits of the Heart-Chap’s - 1, 3, 6, & 7( will be handed out and posted on blackboard for final paper assignment)
Tuesday, April 21, 5:00 – 6:20pm 2nd Journals due and Worksite evaluations last class

Since there are only five class meetings, students MUST ATTEND ALL FIVE. Each meeting missed without proper verification according to the guidelines outlined in the Syracuse University student handbook will result in a ten-point reduction (or one letter grade) from the student’s final grade (no exceptions!). Please do not contact me for ANY reason regarding your missing a class unless it is excused through the Dean’s office of your Home College (such as a death in the family – NOT because you have an interview or because you are going on vacation).

Class meetings are used to discuss community service experiences and how the assigned readings and paper assignments relate to the experience. At the interim meeting in Maxwell Hall, students will work in groups to identify common problems faced by their agency and those it serves with respect to using volunteers. During the final class meeting on April 21, students will complete an agency evaluation (handed out in class) assessing the level of supervision received at the worksite and the quality of the overall experience.

* All class meetings will be held in Maxwell Auditorium

Electronic Mail:
Since this class meets only periodically, it is extremely important that you check your e-mail account frequently to note any changes in meeting times or locations (especially with Syracuse’s snow season). You are encouraged to contact me by e-mail with any questions or problems.

Late Paper/ Late Journal Policy:
Students will lose five points per day off their total paper grade for any late written assignments. Each day a journal is late will result in a one-point deduction from the total number of points that can be earned (out of 20 points). I am not sympathetic to tardiness to class, late papers or any other assignments that are late because we only meet 5 times during the semester! Assignments are due on the date listed in this syllabus, there are no exceptions, so please don’t ask!

Community Service Calendars:
Monthly calendars will be provided to you for the purpose of recording and verifying your community service hours. Completed calendars are due at class time for the previous month. Therefore, your January calendar will be due by
February 11th, your February calendar will be due by March 10th, and your March calendar will be due by April 7th, and your April calendar and ALL other hours will be due by 3:00pm on MAY 1. **I am not going to accept all of the calendars handed in at one time at the end of the semester.** Your worksite supervisor must sign every month and should keep a record of the hours you volunteered. If calendars are not handed in on a monthly basis, it will be assumed that you had no hours to submit.

**All service hours must be completed by Friday, MAY 1, 2020.**

**Assignment Overview:**

**Journal Format:**

Journals are due at the March 10th and April 21st meetings. There should be entries for EACH WEEK you volunteer. If you volunteer more than 1x during the week, you will need to submit only 1 entry for the week. Each entry must be typed at approximately one page (double-spaced) using a heading that includes your name, the agency at which you are completing your service, and the dates and times you volunteered. Include several and/or all of the following:

- Description of the duties you performed;
- Observations on how your agency functions and how their “clients” are served;
- Initial reactions to agency and clients; later reactions to agency and clients;
- Discussion of the societal problems facing those your agency serves;
- Observations of the degree to which the agency uses its volunteers effectively; whether they are or not, in your opinion, describe what criteria you are using to assess effectiveness;
- Integration of the text as it applies to your service experience.

Although journals are written in an informal manner, you are expected to not only describe your service experience but to reflect on your experience using the points mentioned above. The instructor will provide comments to your journals, and return them at the next class.

**Grading:**

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<tr>
<td>Class Participation and Attendance</td>
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<td>Written Journals</td>
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<td>Final Paper Assignment</td>
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<td>Community Service Completion and Evaluation</td>
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This course is graded A-F based upon the criteria outlined in the syllabus.
Grading Table:

**Total**: 100 points (100%).

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<tr>
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University Attendance Policy

Attendance in classes is expected in all courses at Syracuse University. Students are expected to arrive on campus in time to attend the first meeting of all classes for which they are registered. Students who do not attend classes starting with the first scheduled meeting may be academically withdrawn as not making progress toward degree by failure to attend. Instructors set course-specific policies for absences from scheduled class meetings in their syllabi.

It is a federal requirement that students who do not attend or cease to attend a class to be reported at the time of determination by the faculty. Faculty should use “ESPR” and “MSPR” in Orange Success to alert the Office of the Registrar and the Office of Financial Aid. Students should also review the university’s religious observance policy and make the required arrangements at the beginning of each semester.

Syracuse University Policies: Students should review the University’s policies regarding: Diversity and Disability [https://www.syracuse.edu/life/accessibility-diversity/](https://www.syracuse.edu/life/accessibility-diversity/); the Religious Observances Notification and Policy-[http://supolicies.syr.edu/studs/religious_observance.htm](http://supolicies.syr.edu/studs/religious_observance.htm); and Orange SUccess - [http://orangesuccess.syr.edu/getting-started-2/](http://orangesuccess.syr.edu/getting-started-2/)

Disability-Related Accommodations:

If you believe that you need academic adjustments (accommodations) for a disability, please contact the Office of Disability Services (ODS), visit the ODS website— [http://disabilityservices.syr.edu](http://disabilityservices.syr.edu), located in Room 309 of 804 University Avenue, or call (315) 443-4498 or TDD: (315) 443-1371 for an appointment to discuss your needs and the process for requesting academic adjustments. ODS is responsible for coordinating disability-related academic adjustments and will issue students with documented Disabilities Accommodation Authorization Letters, as appropriate. Since academic adjustments may require early planning
and generally are not provided retroactively, please contact ODS as soon as possible.

**Academic Integrity Policy:**
Syracuse University’s Academic Integrity Policy reflects the high value that we, as a university community, place on honesty in academic work. The policy defines our expectations for academic honesty and holds students accountable for the integrity of all work they submit. Students should understand that it is their responsibility to learn about course-specific expectations, as well as about university-wide academic integrity expectations. The policy governs appropriate citation and use of sources, the integrity of work submitted in exams and assignments, and the veracity of signatures on attendance sheets and other verification of participation in class activities. The policy also prohibits students from submitting the same work in more than one class without receiving written authorization in advance from both instructors. Under the policy, students found in violation are subject to grade sanctions determined by the course instructor and non-grade sanctions determined by the School or College where the course is offered as described in the Violation and Sanction Classification Rubric. SU students are required to read an online summary of the University’s academic integrity expectations and provide an electronic signature agreeing to abide by them twice a year during pre-term check-in on MySlice.