PHC 4943: Service Learning Practicum
Spring 2013

Instructor: Mary Ellen Young, PhD
Email: meyoung@phhp.ufl.edu
Teaching Assistant: Chandylen Nightingale, chandy83@phhp.ufl.edu
Time: Scheduled Fridays, Periods 7-8, 1:55-3:50 pm
Classroom Location: HPNP G-312
Phone: 352.273.6496
Office hours: After class or by appointment, Rm. 4178

COURSE DESCRIPTION:
The Service Learning Practicum offers undergraduate students the opportunity to work with community partners to identify critical needs while providing meaningful and purposeful service that integrates reflection, social context, and social justice. By identifying and addressing real community problems, students strengthen their civic responsibility and learn to apply classroom learning in the real world.

COURSE OBJECTIVES:
By the end of the semester the student will have:
1. Worked with community partners to develop a service-learning project that addresses critical needs in the community.
2. Performed service where community needs are greatest, maximizing the effectiveness of service.
3. Understood the complexity of their service experience and be able to apply it to the larger social context.
4. Evaluate the community service experience to determine the extent to which goals and learning objectives of the project were met.

REQUIRED TEXTBOOK:
No textbook is required.

INSTRUCTIONAL METHODS:
Each student is required to dedicate a minimum of 105 hours to his or her service-learning site. Additionally, students will: (1) submit weekly journals describing the previous weeks activities, hours worked, and reflective assignment, (2) attend all class meetings and lead a presentation about their site during one class meeting, (4) write and review a personal statement relative to the student’s chosen field of study, and (5) develop and present a poster detailing the service-learning experience.
STUDENT EVALUATION:

WEEKLY JOURNALS: Students are responsible for submitting 14 weekly journals (including Spring Break) to the Sakai website. Each journal entry must have 1 inch margins, be double-spaced, and use 12-point Times New Roman font. Moreover, each journal will include a 1-page overview of the previous week including hours worked and a 1-page reflective assignment. Reflective assignment topics can be found under the “Resources” tab within Sakai. Each journal must be uploaded no later than midnight on Fridays (starting January 18). **No late journals will be accepted.** When naming the file, please do not use spaces in document name as Sakai has difficulty opening files with spaces. Each weekly submission is worth two points or 2% of the final grade (28% total).

SITE PAPERWORK: By January 18th, students must return the Service-Learning Practicum Site Form (found in the syllabus), and a Memo of Understanding if the selected site is not a Shands site [http://bahealthsci.phhp.ufl.edu/files/2011/05/Memo-of-Understanding.pdf](http://bahealthsci.phhp.ufl.edu/files/2011/05/Memo-of-Understanding.pdf). The site paperwork will constitute five points or 5% of the final grade.

PERSONAL STATEMENT: Upon reviewing potential graduate programs, students will develop a personal statement which reflects those respective school expectations. Students are responsible for submitting an electronic copy of their personal statement through Sakai no later than March 1. Students must also use turnitin services to assure that the personal statement is completely original work. Students failing to provide a personal statement on the designated due date will be penalized 2 points (out of 5). The personal statement will constitute 5% of the final grade.

SITE SUPERVISOR FEEDBACK: Supervisors are to complete an online evaluation form detailing the student’s performance. This evaluation will constitute ten points or 10% of the final grade and is due by April 19.

LOG HOURS: Students are responsible for maintaining a log (provided in the syllabus) documenting the number of hours he or she has completed every week. Upon completion of the 105 hour requirement, the student will have the site supervisor sign off on the hours. The paper log is due to the instructor April 19th by 4:00pm. Failure to complete the mandatory 105 hours will result in an incomplete for the class and late submissions will result in a 5 point (out of 10) deduction. The log is worth ten points or 10% of the final grade.

CLASS PRESENTATION: Students will sign up for a class session where they will present an orientation to their site and project. If more than one student is at a site, the students may choose to do their presentation as a team, with expanded content reflecting the group effort. The class presentation is worth twelve points or 12% of the final grade.

POSTER PRESENTATION: Students will present their service-learning experience during a poster session the last day of the semester, Friday, April 19. Each student is expected to develop a poster addressing: (1) the goal setting process, (2) what services were performed, (3) a deeper understanding of the targeted population, and (4) an overall evaluation. More detailed instructions can be found under the “Resources” tab within Sakai. The poster session is worth twenty points or 20% of the final grade.

PROFESSIONALISM: While at their practicum sites, students are expected to conduct themselves in a professional manner at all times. This includes dependability, punctuality, appropriate dress and
demeanor, and appropriate response to supervision as well as appropriate interactions with peers, staff, clients and/or patients. During class time and meetings with faculty or teaching assistants, students are also expected to conduct themselves in a professional manner. Specifically, students are expected to arrive on time for all scheduled class meetings and exhibit appropriate classroom behavior. In addition, students are expected to communicate with the professor in a timely manner to discuss any class-related issues. Professionalism will account for 10 points or 10% of the final grade, including a 1% deduction for each unexcused absence.

PLEASE NOTE: STUDENTS ARE REQUIRED TO FOLLOW AGENCY AND HIPPA REQUIREMENTS FOR MAINTAINING PATIENT OR CLIENT CONFIDENTIALITY. STUDENTS SHOULD NOT USE PATIENT OR CLIENT NAMES OR ANY OTHER IDENTIFYING INFORMATION IN EITHER WRITTEN OR ORAL REPORTS.

GRADING:
Weekly Journals (x14) 2 points each; 28% of total grade
Returned Site Paperwork 5 points; 5% of total grade
Personal Statement 5 points; 5% of total grade
Site Supervisor Feedback 10 points; 10% of total grade
Hour Log 10 points; 10% of total grade
Class Presentation 12 points; 12% of total grade
Poster Presentation 20 points; 20% of total grade
Professionalism 10 points; 10% of total grade
TOTAL POINTS 100 Points

A 93-100 points
A- 90-92 points
B+ 87-89 points
B 83-86 points
B- 80-82 points
C+ 77-79 points
C 70-76.9 points

ACCOMMODATIONS: The course instructor wants every student to have the opportunity for a positive learning experience. This includes my willingness to provide accommodations to students with disabilities. Students requesting classroom accommodations must first register with the Dean of Students Office. The Dean of Students Office will provide documentation to the student who must then provide this documentation to me when requesting accommodations.

COUNSELING: Students may occasionally have personal issues that arise in the course of pursuing higher education or that may interfere with their academic performance. Students facing problems are encouraged to seek confidential assistance at the University of Florida Counseling Center, 352-392-1575, or Student Mental Health Services, 352-392-1171. Visit their web sites for more information: http://www.counsel.ufl.edu/ or http://shcc.ufl.edu/smhs/. Crisis intervention is always available 24/7 from the Alachua County Crisis Center: 352-264-6789.
STUDENT HEALTH: The Student Health Care Center at Shands is a satellite clinic of the main Student Health Care Center located on Fletcher Drive on campus. Student Health at Shands offers a variety of clinical services, including primary care, women's health care, immunizations, mental health care, and pharmacy services. The clinic is located on the second floor of the Dental Tower in the Health Science Center. For more information, contact the clinic at 392-0627.

ACADEMIC INTEGRITY: Students are expected to act in accordance with the University of Florida policy on academic integrity (see Student Conduct Code, the Graduate Student Handbook or this web site for more details: www.dso.ufl.edu/)

THE HONOR CODE: We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honesty and integrity. On all work submitted for credit by students at the University of Florida, the following pledge is either required or implied:

"On my honor, I have neither given nor received unauthorized aid in doing this assignment."

CHEATING: The improper taking or tendering of any information or material which shall be used to determine academic credit. Taking of information includes, but is not limited to, copying graded homework assignments from another student; working together with another individual(s) on a take-home test or homework when not specifically permitted by the teacher; The tendering of information includes, but is not limited to, giving of your work to another student to be used or copied; giving or selling a term paper or other written materials to another student; sharing information on a graded assignment.

PLAGERISM: The attempt to represent the work of another as the product of one's own thought, whether the work is published or unpublished, or simply the work of a fellow student. Plagiarism includes, but is not limited to, quoting oral or written materials without citation on an exam, term paper, homework, or other written materials or oral presentations for an academic requirement; submitting a paper which was purchased from a term paper service as your own work; submitting anyone else's paper as your own work.
# SPRING 2013 SERVICE LEARNING PRACTICUM SCHEDULE

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<thead>
<tr>
<th>Date</th>
<th>Activity</th>
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<tbody>
<tr>
<td>January 11</td>
<td>Class Introduction, class meeting</td>
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<td>January 18</td>
<td>Site Paperwork Returned to Instructor</td>
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<td>Journal 1 Due</td>
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<td>January 25</td>
<td>Journal 2 Due, class meeting</td>
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<td>February 1</td>
<td>Journal 3 Due</td>
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<td>February 8</td>
<td>Journal 4 Due, class meeting</td>
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<td>Journal 5 Due</td>
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<td>February 22</td>
<td>Journal 6 Due, class meeting</td>
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<td>March 1</td>
<td>Journal 7 Due</td>
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<td>Personal Statement Due</td>
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<td>March 8</td>
<td>Spring Break, Journal 8 Due</td>
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<td>March 15</td>
<td>Journal 9 Due, class meeting</td>
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<td>Journal 10 Due</td>
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<td>Journal 11 Due, class meeting</td>
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<td>Journal 12 Due</td>
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<td>Journal 13 Due, class meeting</td>
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<td>Journal 14 Due</td>
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<td>Supervisor Online Evaluation Due</td>
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<td>Signed Log Hours</td>
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<td>Oral Poster Presentation, class meeting</td>
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Please type this information and print out for your site supervisor to sign.

**STUDENT INFORMATION:**
Name:
Telephone Number:
Preferred E-mail:

**AGENCY INFORMATION:**
Agency Name:
Supervisor:
Title:
Telephone Number:
Fax Number:
Preferred E-mail:
Mailing Address:

List work activities and projects you will be working on as part of your service-learning experience.

List the approximate days and times you will be working at the agency.

Student Name:_________________________  Signature / Date: _____________________________________

Supervisor Name:_______________________  Signature / Date: _________________________________
# Service-Learning Hours Log  
### Spring 2013

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Student Name: ___________________________  Signature / Date: ____________________________

Supervisor Name: ___________________________  Signature / Date: ____________________________