COURSE OUTLINE		
TERM: Spring 2022	**COURSE NO: CLSC 103**	
INSTRUCTOR:	**COURSE TITLE: Service Learning in Neighbourhood Context**	
OFFICE: LOCAL: **E-MAIL:** @capilanou.ca	**SECTION NO(S):**	**CREDITS: 3.0**
OFFICE HOURS:		
COURSE WEBSITE:		

Capilano University acknowledges with respect the Lil'wat, Musqueam, Squamish, Sechelt, and Tsleil-Waututh people on whose territories our campuses are located.

COURSE FORMAT

This course will be delivered over two terms – the fall and spring term. One and a half hours of class time, plus an additional hour delivered through on-line or other activities for two 15-week semesters, each which includes two weeks for final exams. It will combine theory, support and work integrated learning experience through: instructional hours per term for the whole class as well as small group and/or individual coaching sessions each month; and a minimum of 40 hours involvement in a community program. The class may be delivered in a mixed mode format, or online with a blend of asynchronous or synchronous activities.

COURSE PREREQUISITES/CO-REQUISITES

CLSC 100 and CLSC 105 as pre- or co-requisites

CALENDAR DESCRIPTION

In this classroom-based and work integrated learning course, students will be exposed to how a non-profit organization works and their role in the community. Based on students' interests, they will gain experience in a specific area of focus such as: literacy, health promotion, community economic development, community arts and food security. In the classroom, students will explore what a non-profit organization is; roles and responsibilities of volunteers; work planning for voluntary roles; relationship building and communication for mentorship; teamwork and team building; evaluation and assessment skills; and presentation skills.

REQUIRED TEXTS AND/OR RESOURCES

Alderson, L. and Coyne, K. (2013). *Everything Present in the Seed Community Leadership Training*. North Vancouver: Capilano University

A detailed supplementary reading list will be provided on the course syllabus

COURSE STUDENT LEARNING OUTCOMES

On successful completion of this course, students will be able to do the following:
- develop relationships with community-based organizations;
- develop a workplan in collaboration with the partner organization;
- work independently in the non-profit sector;
- work collaboratively as a part of team;
- assess their role and experience;
- prepare and make a presentation to the class.

COURSE CONTENT

		Term One
	Week	**Topic**
Setting the stage	1	Introductions and welcome to service learning
	2	The role of non-profit organizations in community development
	3	Roles and responsibilities of volunteers
	4	Developing a workplan for service learning
	5	Skills for working in community
	6	Teamwork and team building
Service learning	7	Service Learning
	8	Service learning
	9	Service learning
	10	Service learning (workplan check-in)
	11	Service learning
	12	Service learning
	13	Presentation of mid-state of projects (final class)
	14	Final exam period
	15	Final exam period

		Term Two
	Week	**Topic**
	1	Welcome back – workplan part 2
	2	Classroom session

		Term Two
	Week	**Topic**
Service Learning continued	3	Service learning
	4	Service learning
	5	Service learning
	6	Service learning
	7	Mid semester project updates - presentations
	8	Service learning
	9	Service learning
	10	Service learning
	11	Service learning
	12	Presentation of projects
	13	Presentation of projects (final class)
	14	Final exam period
	15	Final exam period

EVALUATION PROFILE

Participation	10%
Personal Workplan	20%
Reflection Journal	25%
Performance Evaluation	20%
Presentation	<u>25%</u>
TOTAL	**100%**

Participation will be evaluated based on class discussions and/or use of discussion boards.

GRADING PROFILE

Credit/No credit - Credit will be granted if the student achieves a total grade of 70% or higher.

Incomplete Grades
Grades of Incomplete "I" are assigned only in exceptional circumstances when a student requests extra time to complete their coursework. Such agreements are made only at the request of the student, who is responsible to determine from the instructor the outstanding requirements of the course.

Late Assignments
Assignments are due at the beginning of the class on the due date listed. If you anticipate handing in an assignment late, please consult with your instructor beforehand.

Missed Exams/Quizzes/Labs etc.
Make-up exams, quizzes and/or tests are given at the discretion of the instructor. They are generally given only in medical emergencies or severe personal crises. Some missed labs or other activities may not be able to be accommodated. Please consult with your instructor.

Attendance
Students are expected to attend all classes and associated activities.

English Usage
Students are expected to proofread all written work for any grammatical, spelling and stylistic errors. Instructors may deduct marks for incorrect grammar and spelling in written assignments.

Electronic Devices
Students may use electronic devices during class; however an instructor may ask for devices to be put away if they become a distraction to other students or interfere with classroom learning.

On-line Communication
Outside of the classroom, instructors will (if necessary) communicate with students using either their official Capilano University email or eLearn; please check both regularly. Official communication between Capilano University and students is delivered to students' Capilano University email addresses only.

UNIVERSITY OPERATIONAL DETAILS

Tools for Success
Many services are available to support student success for Capilano University students. A central navigation point for all services can be found at: https://www.capilanou.ca/student-life/

Capilano University Security: download the CapU Mobile Safety App

Policy Statement (S2009-06)
Capilano University has policies on Academic Appeals (including appeal of final grade), Student Conduct, Academic Integrity, Academic Probation and other educational issues. These and other policies are available on the University website.

Academic Integrity (S2017-05)
Any instance of academic dishonesty or breach of the standards of academic integrity is serious and students will be held accountable for their actions, whether acting alone or in a group. See policy and procedures S2017-05 Academic Integrity for more information: https://www.capilanou.ca/about-capu/governance/policies/

Violations of academic integrity, including dishonesty in assignments, examinations, or other academic performances, are prohibited and will be handled in accordance with the Student Academic Integrity Procedures.

Academic dishonesty is any act that breaches one or more of the principles of academic integrity. Acts of academic dishonesty may include but are not limited to the following types:

Cheating: Using or providing unauthorized aids, assistance or materials while preparing or completing assessments, or when completing practical work (in clinical, practicum, or lab settings), including but not limited to the following:
- Copying or attempting to copy the work of another during an assessment;
- Communicating work to another student during an examination;
- Using unauthorized aids, notes, or electronic devices or means during an examination;
- Unauthorized possession of an assessment or answer key; and/or,
- Submitting of a substantially similar assessment by two or more students, except in the case where such submission is specifically authorized by the instructor.

Fraud: Creation or use of falsified documents.

Misuse or misrepresentation of sources: Presenting source material in such a way as to distort its original purpose or implication(s); misattributing words, ideas, etc. to someone other than the original source; misrepresenting or manipulating research findings or data; and/or suppressing aspects of findings or data in order to present conclusions in a light other than the research, taken as a whole, would support.

Plagiarism: Presenting or submitting, as one's own work, the research, words, ideas, artistic imagery, arguments, calculations, illustrations, or diagrams of another person or persons without explicit or accurate citation or credit.

Self-Plagiarism: Submitting one's own work for credit in more than one course without the permission of the instructors, or re-submitting work, in whole or in part, for which credit has already been granted without permission of the instructors.

Prohibited Conduct: The following are examples of other conduct specifically prohibited:
- Taking unauthorized possession of the work of another student (for example, intercepting and removing such work from a photocopier or printer, or collecting the graded work of another student from a stack of papers);
- Falsifying one's own and/or other students' attendance in a course;
- Impersonating or allowing the impersonation of an individual;
- Modifying a graded assessment then submitting it for re-grading; or,
- Assisting or attempting to assist another person to commit any breach of academic integrity.

Sexual Violence and Misconduct
All Members of the University Community have the right to work, teach and study in an environment that is free from all forms of sexual violence and misconduct. Policy B401 defines sexual assault as follows:

Sexual assault is any form of sexual contact that occurs without ongoing and freely given consent, including the threat of sexual contact without consent. Sexual assault can be committed by a stranger, someone known to the survivor or an intimate partner.

Safety and security at the University are a priority and any form of sexual violence and misconduct will not be tolerated or condoned. The University expects all Students and Members of the University Community to abide by all laws and University policies, including B.401 Sexual Violence and Misconduct Policy and B.401.1 Sexual Violence and Misconduct Procedure (found on Policy page https://www.capilanou.ca/about-capu/governance/policies/)

Emergencies: Students are expected to familiarise themselves with the emergency policies where appropriate and the emergency procedures posted on the wall of the classroom.