

University of Indianapolis
Spring Term 2010
Syllabus

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Course: ST 299 13 & ST 299 23

Course Rationale: A traditional and central purpose of college and universities is to advance civic responsibility. Increasingly, there is an explicit connection between civic education and real service performed during undergraduate school. This course addresses our University mission which is to teach liberal arts that should include experiences with the problems of society and populations at risk.

Course Description: Students in small groups will perform tasks and have responsibilities at different service agencies. Students will learn about our city, neighborhood, and neighbors. Students will meet initially in class, have agency orientation and then report daily to their work sites. Students will have a better understanding of poverty, patience, diversity, and a sense of civic responsibility.

Course Objectives:

- A. Knowledge of the social services agencies involved in the Spring Flex course-programs, services and client populations served.
- B. Increased knowledge of community resources serving and collaborating with identified agencies.
- C. Increase awareness of your own personal values, biases, and perceptions regarding the city, the neighborhood and clients involved with the agencies you serve.
- D. Increased self awareness regarding own abilities and limitations.
- E. Knowledge of social issues and systems which impact client populations served.
- F. Increased knowledge of the role of volunteers in human services.

A. Volunteering

- 1) **50% of your grade in this course is comprised of attendance, conduct, punctuality, and performance of assigned task.** Tardiness and/or absences are inappropriate and will affect the final grade received. All unavoidable absences or late arrivals must be preceded by a phone call to your assigned agency and Marianna Foulkrod.
- 2) **Dress appropriately** for the agency and the duties which you will be performing. Students must adhere to the Agencies dress code When in doubt what to wear – always ASK!!
- 3) **Conduct yourself in a professional manner** always keeping in mind that you are a guest in the agency and neighborhood always representing the University of Indianapolis. This includes strict adherence to confidentiality and full respect toward agency clients and personnel when discussing flex term experiences when away from agency sites.
- 4) **Perform assigned tasks effectively and responsibly.** It is understood that, as a student, guidance and assistance may be required. However, it is the student's responsibility to seek our consultation and assistance when needed in an assertive and responsible manner. The student is responsible for communicating his/her needs and request directly to the Fields Supervisor. Common issues which students avoid discussing with the Field Supervisor include concern with scheduling, expectations, lack of knowledge for a particular task, uncertainties regarding relation to the Field Supervisor and/or other staff, and lack of adequate duties to keep the student busy and challenged. Assertiveness is a necessary skill for any professional, and the practicum experience provides opportunities to practice and improve skill. The student may process such difficulties with the instructor; however, the student must approach the Field Supervisor about a problem before instructor intervention will occur.

