1: Choose your Course:
All RSSW courses are open to all undergraduate students. RSSW 390 has a prerequisite of either RSSW 291 or RSSW 290. **EACH COURSE CAN BE TAKEN ONCE**

All courses require a Commitment Agreement quiz, a Learning Contract, a Student Experience Survey, a Log of Hours and a Supervisor Evaluation (explained in detail on the “Assignment” page on Blackboard).

In addition:

**RSSW 190**
1 credit – 35 hours of community service with two reflective assignments on Blackboard. It requires a class permission number to register. S/U graded

**RSSW291**
2 credits - 60 hours of community service, three reflective activities on Blackboard. It requires a class permission number to register. S/U graded

**RSSW290**
3 credits – 100 hours of community service, 6 reflective assignments on Blackboard. It requires a class permission number to register. S/U graded

**RSSW390**
(3 Credits) – Students must first complete RSSW 290 OR RSSW 291
This course requires 100 hours of community service and reflective activities based on scholarly reading as well as a final leadership project. It requires a class permission number to register. A-E graded.

2: Choose your Organization:
Select an organization from one of the directories on our web site

Or

meet with our staff to discuss prospective opportunities. The contact information for each organization can be found within these directories.

We can also assist you in developing a service experience in your home community.

**Organizations must be non-profit or public** and registered as a partner with CPSP before a student can receive a class permission number. Organizations can register with CPSP by completing a New Organization Application. [http://www.albany.edu/cpsp/forms_and_documents.php](http://www.albany.edu/cpsp/forms_and_documents.php)

3: Complete the Registration paperwork:
Contact the organization to set up a meeting. Have your supervisor sign and complete the Permission form on the back of this sheet. You then and fill out the Student Information form to the right and sign the Statement of Integrity on the back. Return it to our office in SS112 to be issued a permission number to add the class.

**NOTES: (CPSP Use Only)**
Community and Public Service Program
UNIVERSITY AT ALBANY
State University of New York

In order to have a successful and positive service experience, I will:

___ complete all course requirements by the stated due dates
___ complete all service hours to which I’m committing
___ complete EVERY assignment
___ honor my schedule and make my service a priority
___ communicate with my supervisor if challenges arise
___ accurately and honestly document service hours

Having read the preceding statements, I commit to serving with the best interest of the community at the forefront of my efforts as I proudly represent the University at Albany with the utmost integrity.

Student’s name (print): ____________________________________
Student’s signature: _______________________________________
Date: ___________________________________________________

COURSE:
___ RSSW 190 – 35 hours
___ RSSW 291 – 60 hours
___ RSSW 290 – 100 hours
___ RSSW 390 – 100 hours

SEMESTER:
___ Fall 201___
___ Spring 201___
___ Summer 201___

Organization:

I, ___________________________ , grant permission for the student identified to the left, to serve at our organization for the semester and number of hours indicated above. I understand at the end of the semester I will need to sign-off on the Log of Hours and complete a Supervisor Evaluation both due the last day of classes.

Supervisor’s signature: _________________________________
Date:__________________
Supervisor’s title:______________________________
Supervisor’s email: ________________________________
Supervisor phone number (___)________________________

*ATTENTION Nonprofit and Public Organizations* If you are not yet registered as a CPSP partner and would like to be, please go to our website http://www.albany.edu/cpsp/ and submit a New Organization Application. If you are a partner organization, please periodically check our Alphabetical Organization List and make sure the contact information is correct. If it is not, please go to this link to update your organization’s information: https://docs.google.com/forms/d/1vx-zoDGr7Xxtx6Rb0IR3a5NDib66uTGjCwU0aXZjek/viewform
Thank you for agreeing to supervise a University at Albany student participating in the Community and Public Service Program (CPSP)! Without your participation it would be impossible for our program to exist. We realize that in these tough economic times the resources at not-for-profits and public organizations are more limited than ever, all the while dealing with the increasing needs of our community, especially if your organization serves its more vulnerable members. In effort to respect your time and resources we have streamlined our processes during the last few years; limiting the paperwork you receive and the number of evaluations you are asked to complete. Please know that we are always available to answer questions, discuss any concerns you might have or assist in any other way. We know the University might seem a bit like an impenetrable fortress if you are not familiar with it. We are delighted to help in any way we can.

The CPSP was established in the early 1970’s. It provides the opportunity for undergraduate students to serve in the community, reflect on their service and receive college credit. We offer 4 courses: RSSW 190 – 35 hour service commitment, RSSW 291 - 60 hour service commitment, RSSW 290 - 100 hour service commitment and RSSW 390 - 100 hour service commitment. RSSW 190, 291 and 290 are graded pass/fail. RSSW 390 is an upper-level course that has a social justice framework and more rigorous academic content. It is graded A-E. Students may take each of our courses one time. The CPSP staff does not place students at organizations; they are responsible for developing their own service experience. We do offer suggestions and advising support based on students’ interest. Your student volunteer is responsible for: developing a schedule with you, adhering to said schedule, contacting you in advance for any schedule deviation, attending any training as scheduled, following all policies and procedures outlined by you and performing all tasks to the best of their ability. Supervisors’ roles and responsibilities are as follows:

1. **Complete and sign the Permission Form.** This is required for the student’s registration in the class. Your signature on the permission form constitutes your agreement to the following:

   - 2. **Meet with your CPSP student volunteer(s) at the beginning of their service to discuss responsibilities, provide a job description, confirm volunteer schedule, and assist with the development of the Learning Contract which must be signed by both of you. It is generally due within two weeks after the start of their service hours. We ask that you continue to meet with your student volunteer throughout the semester as defined by your organization’s volunteer policy and procedures.**

   - 3. **Complete a Supervisor Evaluation at the end of the semester.** Your student volunteer will provide you with the form. We ask that you complete it, go over it with your student volunteer and then give it to them to bring to our office with their signed Log of Hours. This evaluation is due by the last day of classes. Your student volunteer cannot receive a satisfactory grade without this evaluation, your feedback is vital to the process.

   - 4. **Sign-off on the completed Log of Hours.** This is considered the official documentation that the student has completed the hours with your organization.

   - 5. **Contact the CPSP Office with any questions, concerns or comments regarding your student volunteer.**

---

**Information for Supervisors**

Please retain this form for your records.

For a copy of the course syllabus and/or course forms please visit our website: [www.albany.edu/cpsp](http://www.albany.edu/cpsp)

For supervisor FAQ’s: [http://www.albany.edu/cpsp/55795.php](http://www.albany.edu/cpsp/55795.php)

CPSP Instructor/Director contact information: sstevens@albany.edu
Information for Supervisors — please leave with your supervisor and update as you receive the information

Student Volunteer Contact Information:

NAME:______________________________________
PHONE NUMBER:______________________________
EMAIL:______________________________________

Course Information:

SEMESTER:________  RSSW COURSE #__________
TOTAL HOUR COMMITMENT FOR THE SEMESTER_____
LEARNING CONTRACT DUE DATE:_________________
SUPERVISOR EVALUATION DUE DATE:_____________
LOG OF HOURS DUE DATE:_______________________

Student Schedule Information:

Start Date:__________
Weekly Schedule (Please include day, start time and end time):
Day________Start Time_______ End Time_______
Day________Start Time_______ End Time_______
Day________Start Time_______ End Time_______
Day________Start Time_______ End Time_______

NOTES: Please include any additional information your supervisor should know including intended modifications of schedule (SUNY vacations, planned family events, etc.)