REGISTRATION PACKET

1: Choose your Course:
(must be second semester freshman or above for all 3:
Each course can only be take once)

RSSW291
(2 credits) - 60 hours of community service, a reflective journal, a media reflection, a media project and the completion of 4 forms. It requires a class permission number to register. S/U graded

RSSW290
(3 Credits) – 100 hours of community service, 6 reflection journal assignments, and completion of 4 forms. 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, an introduction on Blackboard, selected readings, completion of three Blackboard Activities, completion of 4 forms and a final project commensurate with an upper-division course. It requires a class permission number to register. A - E graded

All necessary forms can be found on our Website or in our office in SS 112:
http://www.albany.edu/cpsp

2: Choose your Organization:
Select an organization from one of the organization directories on our website.
http://www.albany.edu/cpsp/main/agencies/index.html
Or meet with our staff to discuss prospective organizations.
We can also assist you in developing a service experience in your home community. The contact names and numbers for each organization can be found within these directories on our website.
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/main/forms.html

3: Complete the Paperwork:
Contact the organization to set up a formal agreement. Have your supervisor complete the Permission form on the back of this sheet and fill out the student information form to the right and return it to our office in SS112. Once you have given us the completed form with your information and your supervisor’s signature we will give you a permission number for the course.

http://www.albany.edu/cpsp/main/forms.html

STUDENT INFORMATION FORM

Last Name: | First Name: 
Semester: | UAlbany ID: (Not SS#)
- | -
- | -
- | -
Gender: | Age: | Phone Number
UAlbany Email: | Permanent Email: 
Ethnicity:
- American Indian/Alaskan
- Black—Not Hispanic
- White—Not Hispanic
- Asian or Pacific Islander
- Hispanic
- Please specify if none of the above

Student Academic Standing:
- Freshman (Second Semester Only)
- Sophomore
- Junior
- Senior
- Non-matriculated

Major: | Minor: 
Name of Organization: 

Class #: | Permission #
Staff: | Date: 
For CPSP office use only
In order to have a successful and positive service experience, I will:

- complete all course requirements by the stated deadlines
- complete all of the required hours for the course
- honor my schedule and make my service a priority
- communicate with my supervisor if challenges arise

I understand that failure to meet these requirements could result in failing the course or result in being removed from the course which may impact the number of credits and my financial aid status.

Having read the preceding statements, I commit to make the most of my service opportunity for the benefit of those that I serve.

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

Social Sciences 112  
1400 Washington Ave.  
Albany, NY 12222  
phone (518) 442-5683  fax (518) 442-5684  
http://www.albany.edu/cpsp

*ATTENTION ORGANIZATIONS*  
If you are an approved Organization that is registered with CPSP, students can choose to volunteer at your site. If you are not registered and would like to be, please look at our website - http://www.albany.edu/cpsp for information under Organization’s Frequently Asked Questions and submit a New Organization Application. If you are a participating organization, please periodically check our Alphabetical Organization List and make sure the contact information is up-to-date.
Thank you for agreeing to supervise a State University of New York at Albany (SUNYA) 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 the 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 required 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 3 courses: RSSW 291 - 60 hour service commitment, RSSW 290 - 100 hour service commitment and RSSW 390 - 100 hour service commitment. RSSW 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:

1. Developing a schedule with you, adhering to said schedule, contacting you in advance for any schedule deviation, attending 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:

2. 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:

3. 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 of starting their service hours. Continue regular meetings throughout the semester as defined by your organization’s volunteer policy and procedures.

4. Complete an online Supervisor Evaluation at the end of the semester. Your student volunteer will provide you with a link, via email. This is due by the last day of classes. Your student volunteer cannot receive a satisfactory grade without this evaluation.

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

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

For a copy of the course syllabus and/or course forms please visit our website:
http://www.albany.edu/cpsp/main/forms.html

For supervisor FAQ’s:
http://www.albany.edu/cpsp/main/agency_freq_ask_quest.html

CPSP Instructor contact information:
sstevens@albany.edu
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.)