1: Choose your Course:
(must be second semester freshman or above for all 3;  
Each course can only be taken 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) – Students must first complete RSSW 290 OR RSSW 291
This course requires 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) – Select an organization from one of the organization 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/forms_and_documents.php

2: Choose your Organization:
Select an organization from one of the organization directories on our website.
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/forms_and_documents.php

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.

NOTES: (CPSP Use Only)

For CPSP office use only

Select One

Certified Student Organization: ☐
Campus Department: ☐
Non-Profit or Public Organization: ☐

Class#: ☐
Permission#: ☐

Staff: ☐
Date: ☐
Community and Public Service Program

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.

I understand that I can take each RSSW course only once.

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: ___________________________________________________

COURSE:
☐ RSSW 290 (100 HOURS)  ☐ RSSW 291 (60 HOURS)  ☐ RSSW 390 (100 HOURS)

SEMESTER:
☐ Fall 20___  ☐ Spring 20___  ☐ Summer 20___

I grant permission for the student to serve at our organization for the semester indicated above.

Supervisor’s name (printed):__________________________________
Supervisor’s signature: ______________________________________
Date: ____________________________________________________
Organization: _____________________________________________
Supervisor’s title: __________________________________________
Supervisor’s email: _________________________________________
Supervisor phone number (    )_____________________________
Fax number(     )_________________________________________

*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, you must be a non-profit or public organization. Please go to our website http://www.albany.edu/cpsp/44743.php 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. If it is not, go to this link, http://www.albany.edu/cpsp/assets/Org_Update_Form.pdf complete and send to us at cpsp@albany.edu or fax to 518-442-5684.
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:

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

2. **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

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

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

   **Please retain this for your records.**

   For a copy of the course syllabus and/or course forms please visit our website:


   For supervisor FAQ’s: [http://www.albany.edu/cpsp/main/agency_freq_ask_question.html](http://www.albany.edu/cpsp/main/agency_freq_ask_question.html)

   CPSP Instructor contact information: sstevens@albany.edu
Information for Supervisors

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.)