Community and Public Service Program Getting Started:

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 three reflective assignments on Blackboard.
S/U graded

**RSSW 291**
2 credits - 60 hours of community service, three reflective activities on Blackboard.
S/U graded

**RSSW 290**
3 credits – 100 hours of community service, 6 reflective assignments on Blackboard. S/U graded

**RSSW 390**
3 credits – Students must first complete RSSW 290 OR RSSW 291
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.

All CPSP RSSW courses require the completion of ALL COURSE ASSIGNMENTS in order to receive a passing grade.

2: Choose Your Organization:
Select an organization to contact from one of the directories on our website

Or
meet with CPSP 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/cbsp/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 right. 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)

**SUPERVISOR PERMISSION FORM**

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: ____________________________

Student Name: ____________________________

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

Supervisor’s Signature: ____________________________

Print Name: ____________________________

Date: ____________________________

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/cbsp/ 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 and up to date. If it is not, please contact us to update it.
Student Information Form

Community and Public Service Program

UNIVERSITY AT ALBANY
State University of New York

STUDENT INTEGRITY DECLARATION

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: ___________________________

Social Sciences 112 518.442.5683
1400 Washington Ave. Fax 518.442.5684
Albany, NY 12222 www.albany.edu/cpsp
Information for Supervisors

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.

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/cbsp

For supervisor FAQ's:
http://www.albany.edu/cbsp/55795.php

CPSP Instructor/Director contact information:
sstevens@albany.edu
UAlbany Community and Public Service Program

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: ________________________________

*Please leave this sheet with your supervisor*

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.)