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 web site

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/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 right. You then complete the Student Information and Statement of Integrity Agreement on pg 2 of the registration packet. Return it to our office in SS112 to be issued a permission number to register on MyUAlbany.

Student Name:______________________________________________

Organization: ______________________________________________

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: _________________________

NOTES: (CPSP Use Only)

*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 and up to date. If it is not, please contact us to update it.

**SUPERVISOR PERMISSION FORM**

<table>
<thead>
<tr>
<th>COURSE:</th>
<th>SEMESTER:</th>
</tr>
</thead>
<tbody>
<tr>
<td>_____ RSSW 190 – 35 hours</td>
<td>_____ Fall 201_______</td>
</tr>
<tr>
<td>_____ RSSW 291 – 60 hours</td>
<td>_____ Spring 201______</td>
</tr>
<tr>
<td>_____ RSSW 290 – 100 hours</td>
<td>_____ Summer 201_______</td>
</tr>
</tbody>
</table>

| Organization: | |
|______________| |

| Student Name: | |
|______________| |

| Organization: | |
|______________| |

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