

## Community and Public Service Program

Social Sciences 112

518-442-5683

cpsp@albany.edu

### HOW DO I GET STARTED?

Each year, the CPSP program connects University at Albany students to over 400 non-profit and public organizations in the Capital Region. In this program, students complete volunteer hours, reflect on their service and then receive general education credits. Our courses are offered in the fall, spring and summer semesters.

**\*\*\*Each RSSW course can only be taken once\*\*\***

#### Courses

- **RSSW291 (2 credits)- Second semester freshman or above, sophomores, juniors & seniors**  
This is available to second semester freshmen, sophomores, juniors and seniors. It requires 60 hours of community service and two writing assignments. It requires a class permission number to register. S/U graded
- **RSSW290 (3 Credits) – Second semester freshman or above, sophomores, juniors & seniors**  
This is available to sophomores, juniors and seniors. This course requires 100 hours of community service and two writing assignments. It requires a class permission number to register. S/U graded
- **RSSW390 (3 Credits) – Students must first complete RSSW 290**  
This is available to sophomores, juniors and seniors who have completed RSSW-290. This course requires 100 hours of community service, selected readings, responses to three questions on Blackboard, the development of a Learning Contract and an advanced critical essay commensurate with an upper-division course. It requires a class permission number to register. Prerequisite is RSSW 290. A - E graded

#### How to Register

- Select an organization from one of the organization directories on our web site: **Alphabetical Organizational List** or **Organizations by Area of interest** <http://www.albany.edu/cpsp/main/forms.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 web site. **(Note: Organizations that students volunteer at must be non-profit or public and registered as a partner with CPSP before a student can receive a class permission number. To register with CPSP, an organization must complete a New Organization Application <http://www.albany.edu/cpsp/main/forms.html>).**
- Obtain a registration packet on the door of SS112 or online. This packet contains: this document, a Student Information form, a Permission form and an Information for Supervisors form. <http://www.albany.edu/cpsp/main/forms.html>
- Complete the Student Information form. Schedule a meeting with your organization of choice and bring the Permission Form for completion by your organization supervisor. Leave the Information for Supervisor form with your supervisor. Discuss your schedule and be sure that the organization will be able to provide you the required hours for the course that you're selecting (60 hrs for RSSW291 or 100 hrs for RSSW290/390).
- Bring both the completed Permission Form (signed by your supervisor) and the Student Information form to the CPSP office in Social Sciences 112. You will be issued a Permission Number from the CPSP Staff.
- **YOU MUST THEN ADD THE CLASS ON MYUALBANY using the class and permission numbers provided after you've registered with the CPSP office.**

Please visit our website <http://www.albany.edu/cpsp> for more information.