

**Community and Public Service Program**  
**Social Sciences 112**  
**518-442-5683**  
**cpsp@uamail.albany.edu**

**HOW DO I GET STARTED?**

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

**SOME BASICS:** Each year, the CPSP program connects University at Albany students to approximately 400 non-profit or public agencies in the Capital Region. In this program students complete volunteer hours for credit. Students can register for up to two courses in one semester for a total of 5 credits. All CPSP classes can be taken only once. Course options: RSSW-290 (3 credits), RSSW-291 (2 credits), and RSSW-390 (3 credits).

- RSSW-291 is a two-credit course that 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.
- RSSW-290 is a three-credit course that 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.
- RSSW-390 is a three-credit course that 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 and two writing assignments, one of which is an advanced critical essay commensurate with an upper-division course. It requires a class permission number to register. Prerequisite is RSSW 290. S/U graded.

Our courses are offered in the fall, spring and summer semesters. **YOU WILL NEED TO REGISTER** for our courses while you are in Albany by doing the following:

- Select an agency from the agency directory on our web site <http://www.albany.edu/cpsp/> under AGENCIES or meet with our staff to discuss prospective agencies in your home community.
- Get a Permission Form signed by the supervisor at your selected agency. Bring it to Social Sciences 112 or have it faxed to us at 518-442-5684. The contact name and number is on the agency's page on our web site. (Note: New agencies must be accepted before a student can receive a class permission number.)
- Complete a Student Information Sheet.
- Bring your signed Permission Form and Student Information Sheet to our office—Social Sciences 112.
- Get a class permission number from us and register with the University.
- Complete all assignments and volunteer hours as outlined in course syllabus

**NOTES TO AGENCIES:**

If you are an approved agency that is registered with us, 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 Agency Frequently Asked questions and submit a New Agency Application. If you are a participating agency, please check our Alphabetical Agency List and make sure the contact information is up-to-date.

Students select their placement based on the Area of Interest listing and/or by looking through the actively seeking binders kept in the office.