

Information for Supervisors

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 incorporates discussion questions based on readings and a critical reflective essay. 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 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 SUNYA 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 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.
- 3. Complete the Yellow Supervisor Evaluation** form at the end of the semester. It can be returned to the student or sent/faxed to the CPSP office at the end of the semester.
- 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.

Important Dates:

RSSW course # _____

Learning Contract due: _____

Log of Hours due: _____

Supervisor Evaluation due: _____

Please retain this for your records.

For a copy of the course syllabus and/or course forms please visit our website: <http://www.albany.edu/cpsp/main/forms.html>

For supervisor FAQ's:
http://www.albany.edu/cpsp/main/agency_freq_ask_quest.html

CPSP contact information: swalsh@albany.edu