

## 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 with 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 for supervision 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 the last week of classes (date varies by class). Your student volunteer cannot receive a satisfactory grade without this evaluation, your feedback is vital to the learning experience.

**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.

**Please feel free to contact the CPSP Office** with any questions, concerns or comments regarding your student volunteer. We welcome contact with Community Partners.

### ***Supervisors, 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/cpsp](http://www.albany.edu/cpsp)

For supervisor FAQ's:

<http://www.albany.edu/cpsp/55795.php>

CPSP Instructor/Director contact information:

Sheri Stevens

[sstevens@albany.edu](mailto:sstevens@albany.edu)

518.442.5683

**UAlbany Community and Public Service  
Program Info for Supervisors**

**Student Volunteer Contact Information:**

NAME: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

EMAIL: \_\_\_\_\_

**Course Information:**

SEMESTER: \_\_\_\_\_ RSSW COURSE # \_\_\_\_\_

TOTAL HOUR COMMITMENT FOR THE SEMESTER \_\_\_\_\_

**Important Dates for Course Success:**

LEARNING CONTRACT DUE DATE: \_\_\_\_\_

SUPERVISOR EVALUATION DUE DATE: \_\_\_\_\_

LOG OF HOURS DUE DATE: \_\_\_\_\_

**Please note “Due Dates” are the dates assignments are due in the CPSP Office. Please assist your students in planning for success by helping them create a plan to hand assignments in on time. Thank you!**

**\*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 (UAlbany vacations, planned family events, etc.)