BSCV302: CIVICUS CAPSTONE

0101 -- Wednesday 6:00 -- 6:50 and 0201 -- Tuesday 6:00 -- 6:50
Location: Somerset Classroom

INSTRUCTOR:	Dr. Korey Rothman (she/her/hers)
	Director, CIVICUS Living and Learning Program
EMAIL:	krothman@umd.edu
OFFICE HOURS:	By appointment in 0107 Somerset Hall

PREREQUISITES: Previous CIVICUS courses. Sophomore standing.

COURSE DESCRIPTION: In previous CIVICUS courses and in CIVICUS service projects, students study the roots and underpinnings of a range of social problems and work to understand the structures and identify creative and sustainable ways to address those problems. As the culmination of the CIVICUS experience, students gain hands-on experience in an area related to civic engagement through internships in non-profit organizations, political engagement, community outreach, or research. The internship gives students authentic experiences that help them develop hard and soft skills to support their community engagement efforts and their work toward social good.

THIS COURSE FULFILLS A GENERAL EDUCATION, SCHOLARSHIP IN PRACTICE REQUIREMENT. LEARNING OUTCOMES FOR SCHOLARSHIP IN PRACTICE: Upon completion of this course, students will:
- Critically evaluate and apply areas of scholarship relevant to the practice of the discipline.
- Apply relevant frameworks to the planning, modeling, and implementation necessary to produce a project or participate in the practice in a manner that is authentic to the discipline.
- Critique, revise, and refine a project according to the authentic manner of the discipline.
- Effectively communicate the application of scholarship through ancillary material (written, oral, and/or visual).

COURSE OBJECTIVES: Upon completion of this course, students will:
- Gain hands-on experience related to their career and academic goals under professional supervision.
- Connect the theoretical scholarship of civic engagement with authentic "real world" experiences.
- Develop and reflect on the hard and soft skills that will support their academic and career goals and community engagement efforts.
- Develop their reflective writing and oral presentation skills.

BASE INTERNSHIP REQUIREMENTS: *If you are having difficulty fulfilling these requirements or having concerns about the internship or supervisor, please notify me immediately.*
- **Nature of Internship:** The internship must have a component related to civic engagement.
- **Supervision:** Students must have a supervisor who is an experienced professional in the field. The supervisor must have oversight of and regular engagement with the student and be willing to provide frequent mentorship and feedback.
- **Hours:** Students must work a minimum of ninety hours over the course of the semester, excluding travel and meals. Internship hours must be completed between the first day of spring classes and the last day of spring classes. Students experiencing challenges with the hours should contact me as soon as issues arise. Students who do not complete the required ninety hours by the last day of classes will have a grade reduction of one percent per hour that was not completed.
- **Responsibilities:** Students must engage in significant pre-professional work during the internship.
- **Delivery Method:** It is preferable that the internship be in person, but, in some cases, remote or hybrid internships will be considered. Adherence to the site's vaccination requirements as well as current state and local COVID-19 directives and CDC guidelines in the workplace and on transportation is required.
- **Prior Experience:** It is preferable that this not be an organization you have already worked with. If it is, the internship must be a new experience with different responsibilities than you have had in the past.
- **Credit:** Students cannot receive credit hours for this internship for another course.

COURSE FORMAT: This is a blended course. In addition to the internship, students will complete five asynchronous online modules and attend five synchronous, in-person classes.

CLASSES DURING A CHALLANGING TIME: *I know that stress, anxiety, and life events may create challenges that impact your ability to meet course expectations. I want to support you. To do this, I need to know about a problem **when it begins** and not after it has already impacted your progress in the class. If you are struggling, please email me and I can schedule a time to talk and help you find support and resources.*

COURSE REQUIREMENTS:

Participation: The class will meet in-person five times during the semester. Students must be prepared to offer respectful and thoughtful comments and reflections. Participation points will be given every class session. Students will receive zero points on days they have an unexcused absence* from discussion and there will be a deduction of points for unexcused tardiness or leaving class early. Students with excused absences can complete a two-page reflection on the topic of the day to make up the participation points they missed in their absence. Please note that attendance does not equal participation. Students who are shy or have difficulty talking in class should contact me for support.

> ***Excused Absences:** Excused absences from class include religious holidays (the student must provide notification within the first three weeks of class regarding any religious observance absence(s) for the entire semester), a death in the family, mandatory military service, court dates (an official notice from the court must be submitted), or participation in university activities at the written request of university authorities. For absences due to illness or the illness of a dependent, including COVID-related illnesses, you may submit a self-certified note that includes a statement about the illness and acknowledges the information is true and correct under the Code of Student Conduct. (You can follow the template available on Canvas) The self-signed note must be submitted **before** the start of class in order to be considered and can only be used one time in the semester. It cannot be used for the final class presentations.
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> **Unexcused Absences:** Absences stemming from work duties other than a military obligation (e.g., unexpected changes in shift assignments), service activities, class work, and traffic/transit problems do not qualify as excused absences.

Internship Learning Contract: (Scholarship in Practice Learning Outcome 1,2): Students and their supervisors will collaborate on an Internship Learning Contract documenting a schedule for bi-weekly feedback meetings with the site supervisor, learning goals, use of scholarship in the field, job responsibilities, and a plan for a substantive project or set of activities for the semester.

Reflection Paper 1: (Scholarship in Practice Learning Outcome 1,2,4): Students will follow a prompt on Canvas to reflect on their expectations for the internships.

Mid-Semester Evaluation and Supervisor Meeting: (Scholarship in Practice Learning Outcome 3): Supervisors will submit an evaluation of the student's progress in the internship. This evaluation should be followed by a meeting with the student and supervisor where they revisit the learning contract and establish a plan to help the student meet the learning goals for the remainder of the semester. Students will receive points based on whether the form is turned in on time, not a grade from the internship supervisor.

Mid-Semester Meeting With Instructor: (Scholarship in Practice Learning Outcomes 3,4): Students will sign up for a meeting with the course instructor to discuss progress made toward learning outcomes and reflect on the mid-term evaluation and meeting with their supervisor.

Reflection Paper 2: (Scholarship in Practice Learning Outcomes 1,3,4): Students will follow a prompt on Canvas to review and react to their mid-term evaluation.

Interview Assignment: Scholarship in Practice Learning Outcome 4): Students will participate in a practice interview. As part of this assignment, students will submit a polished resume.

Final Internship Evaluation Form: (Scholarship in Practice Learning Outcome 1,2,3): This will be the culminating evaluation of the intern's work. Students cannot receive a grade for the course without this form completed by their supervisor.

Internship Review: Students will complete a survey evaluating the internship experience, including a write-up to help future students who might be interested in applying to similar placements.

Final Project: Portfolio and Reflection Paper 3: (Scholarship in Practice Learning Outcome 1,2,3,4): Students will develop a portfolio of the project or activities they worked on throughout the internship. Examples include things such as press releases, social media posts, project designs, event plans, correspondence, photos of events, video or sound recordings, etc. The project or set of projects will be accompanied by a two to three page statement in which students reflect on how they incorporated feedback, how they integrated knowledge from CIVICUS and service projects into their work, and how the internship helped them develop their knowledge and skills.

Final Project: Job Talk: (Scholarship in Practice Learning Outcome 1,2,3,4): Students will take part in a mock interview in front of the class.

Time and Activity Logs: (Scholarship in Practice Learning Outcome 2,3): For each module, students will fill out a time log and a detailed description of their tasks, accomplishments, the feedback received, and how the student will build on the feedback. This log must be signed by the student and the supervisor.

Quizzes: (Scholarship in Practice Learning Outcome 1,4): There will be a quiz at the end of each course module. Quizzes are designed to ensure students have completed all readings, viewings, and assignments for the module. Quizzes may also cover the content of in-class meetings.

Extra Credit: Students can earn up to ten extra credit points by attending a professional development workshop or career fair offered by the UMD Career Center and writing a one- to two-page reflection on what they learned from the session. A schedule of events can be found here. Students must email me to get approval for any event a minimum of 48 hours before the event in order to get credit. This includes events listed on Canvas, mentioned in class, or sent in the newsletter.

GRADING:

Internship Learning Contract	100 points	Portfolio & Reflection Paper	75 points
Internship Expectations	0 points	Final Project: Job Talk	25 points
Reflection Paper 1	50 points	Internship Review	25 points
Mid-Semester Evaluation	25 points	Final Internship Evaluation	250 points
Mid-Semester Meeting	25 points	Participation (20 pts a class)	100 points
Reflection Paper 2	50 points	Time/ Activity Logs (20 pts each)	100 points
Interview Assignment Part 1	25 points	Quizzes (20 pts each)	100 points
Interview Assignment Part 2	50 points		

A+ 100 and above	B- 80-82.9	D 63-67.9
A 93-99.9	C+ 78-79.9	D- 60-62.9
A- 90-92.9	C 73-77.9	F 59.9 and below
B+ 88-89.9	C- 70-72.9	
B 83-87.9	D+ 68-69.9	

COURSE POLICIES:

Technology Use: To help facilitate learning, cell phones, smartwatches, laptops, tablets, etc., may only be used at designated times for purposes specific to class. If you have an extenuating circumstance that requires you to use technology during the semester or during a specific class, let me know **before** class. Unless the technology use is approved, you will lose five participation points for the day**.**

COVID -19: Students must follow all UMD guidelines and safety precautions related to COVID as outlined on the 4Maryland page.

Zoom: In the event class is on zoom, your camera must be turned on and your face visible – if I cannot see you, I will assume you are absent. If you have a reason you cannot turn on your camera on a specific day or if you are having trouble with technology let me know before class begins.

A Community of Civility: This class will be a safe place to explore issues and ideas. It is against UMD's and the course's policy to use language, including non-verbal language, that is disrespectful to people based on any aspect of their self or identity. This includes religious beliefs, age, race, sex, color, country of birth, marital status, veteran status, sexual orientation, gender identity or expression, personal appearance, physical or mental disability, genetic information, or political affiliation. Students who are disrespectful will be asked to leave class and it will be treated as an unexcused absence.

Pronouns and Self-Identification: I invite you, if you wish, to tell me how you want to be referred to both in terms of name and pronouns. Additionally, it is your choice to disclose any aspect of your identity – such as gender, race, class, sexuality, religion, and dis/ability. I will do my best to address and refer to you as you self-identify, and I ask you to do the same for your fellow Terps.

Food in Class: I would appreciate it if you would refrain from eating in class. If you have a condition or circumstance and must eat, please speak to me before class begins.

Submissions: Assignments must either be uploaded to Canvas as a doc. or docx. and will not be accepted via email.

Late Assignments: All written work must be submitted over Canvas by the time the module closes. For every twenty-four hours that an assignment is late, there will be a twenty percent deduction of the grade. If there are technology challenges with submission, let me know **before** the assignment is due.

Cancellation of Classes: In the event of inclement weather or campus closure, all assignments in Canvas will still be due by the deadline. For in-person classes, the university's closing procedure will be followed.

Format and Editing: All assignments must be typewritten in twelve-point Times New Roman font, double-spaced with one-inch margins, and free of errors. Consult the "Guide to Common Writing Errors," available on Canvas. Students will be graded on both the content, the formatting, and the clarity and accuracy of writing. Consider visiting the Writing Center on campus before turning in papers.

Citations: All external information used in written assignments must be fully and accurately cited using MLA format. If there are questions about proper citations, see me or visit the Writing Center.

Academic Integrity: All work and submissions are held to the standards of UMD's Code of Academic Integrity, which prohibits cheating on exams, plagiarizing papers or portions of papers, submitting the same paper for credit in two courses without authorization, buying papers, submitting fraudulent documents, forging signatures, misrepresentation of work or absences, and using unauthorized study aids (including old quizzes and exams). Academic dishonesty will be referred to the Office of Student Conduct.

Regret Clause: If student violates the Code of Academic Integrity but brings it to my attention within forty-eight hours of the assignment submission, there will be penalties at the course level (most often a failing grade on the assignment) but there will not be a referral to the Office of Student Conduct. This applies to first time offenders at UMD only.

Emails to Students: Students are responsible for checking their UMD email. Students should be sure they are receiving notifications from Canvas and checking their email frequently. Failure to check email does not constitute an excuse for missing announcements or deadlines.

Emails to Course Instructor and Supervisors: Email correspondence with instructors and people in the workplace is a form of professional communication. See the "Guide to Emailing Professors" on Canvas and, before emailing, consult notes, Canvas, and the syllabus to ensure the question has not already been answered. Students should not expect the course instructor or supervisor to attend to email or other correspondence on weekends and in the evening. Be sure to plan correspondence accordingly.

Grading Disputes: If a student wishes to challenge a grade, they must present the graded assignment and one paragraph explaining why the grade should be changed (including any supporting evidence) no later than *one week* after the grade is received. After one week, appeals will not be considered.

UNIVERSITY OF MARYLAND POLICIES AND RESOURCES: For UMD's policy on Academic Integrity, Code of Student Conduct, Accessibility and Accommodations, Grades and Appeals, Copyright Infringement, and Sexual Misconduct visit http://www.ugst.umd.edu/courserelatedpolicies.html. More detailed descriptions about UMD resources, including Accessibility and Disability Service, mental health services, student academic services, and support for basic needs can be found on the course Canvas page.

MODULES AND TENTATIVE COURSE SCHEDULE
Students must complete a module before they have access to the next module.
In-Person Class Sessions in Somerset Classroom

MODULE 01
Opens 9AM Wednesday, January 25. All Assignments due by 9PM on Sunday, February 12.
Class Session: January 31 (0201) and February 1 (0101) 6:00 – 6:50PM
Due: Internship Learning Contract, Internship Expectations (no points but required to move to next module), Reflection Paper 1, Time and Activity Log , Quiz 1

MODULE 02
Opens 9AM Monday, February 13. All Assignments due by 9PM on Sunday, March 12.
Class Session: February 28 (0201) and March 1 (0101) 6:00 – 6:50PM
Due: Mid-Semester Eval, Reflection Paper 2, Mid-Semester Meeting Sign Up, Time and Activity Log, Quiz 2

MODULE 03
Opens 9AM Monday, March 13. All Assignments due by 9PM on Sunday, April 9.
Class Session: March 28 (0201) and March 29 (0101) 6:00 – 6:50PM
Due: Mid-Semester Meeting, Interview Assignment Part 1, Time and Activity Log , Quiz 3

MODULE 04
Opens 9AM Monday, April 10. All Assignments due by 9PM on Sunday, April 23.
Class Session: April 18 (0201) and April 19 (0101) 6:00 – 6:50PM
Due: Interview Assignment Part 2, Time and Activity Log, Quiz 4

MODULE 05:
Opens 9AM Monday, April 24. All Assignments Due by 9PM on Thursday, May 11
Class Session: May 9 (0201) and May 10 (0101) 6:00 – 6:50PM
Due: Internship Review, Final Internship Evaluation Form, Portfolio and Reflection Paper 3, Job Talk, Time and Activity Log, Quiz 5, Extra Credit.