

Rutgers University
CESEP Acelero Placement
Service Learning Internship
RECITATION Syllabus Fall 2011

Friday 10:20-11:40 (10/14, 10/28, 11/18, 12/9) SEC 206

Friday 12:00-1:20 (10/14, 10/28, 11/18, 12/9) SEC 204

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Office Hours: by appointment only

Course Description: This is an optional 1-credit service-learning course that will meet four times during the semester. The RU Civic Engagement and Service Education Partnerships Program (CESEP) placement associated with Community Psychology and Mental Health, Atypical Child Development, and Infant and Child Development courses will take place at Monmouth and Middlesex Counties Acelero centers.

The purpose of the recitation is to provide students with a format to reflect on the work they are doing at their placements and to find deeper meaning in their contributions to the community. Often individuals dedicate much time to volunteering and doing good work within different organizations and settings without a space to share their experiences and troubleshoot the challenges they face. This recitation presents students working with Acelero the unique opportunity to learn from each other and to strengthen their sense of civic engagement.

It is very important to follow the **Acelero Student Volunteer Guidelines** document (included below) to ensure that you complete the required documents and can then start in a timely manner. Also, you must attend the mandatory CESEP orientation on September 9th. This will better acquaint you with the program and answer any questions you might have.

Course Requirements:

1. **Service Hours:** A total of at least 30 hours at your placement. This is typically completed over 10 weeks, at 3 hours a week. *If you miss a day for any reason, you are responsible for arranging make-up hours.*
2. **Recitations:** It is mandatory that you attend all 4 recitation sessions. Recitations will allow the opportunity to discuss practical and theoretical issues about your experiences in a setting with your peers.
3. **Journal:** Journal writing is seen as an integral part of the reflective process. A typed journal entry for each day (session) at your placement site is required. There are 10 journal entries in total and each should be double-spaced, 1-2 pages in length. You will be required to submit your

journal entries via email to the recitation leader one week prior to the scheduled recitation. Please see “Journal Format” document on Sakai for outline.

4. **Goodbye Project:** A “Goodbye Project” will also be required. This project is an exercise that you will design for your last on site visit at your placement. Your last journal entry (entry #10) will be your written Goodbye Project. This entry should be 3-5 pages, double-spaced summarizing the project as well as the totality of your experience. See “Goodbye Project Format” document available on Sakai for details.

5. **Grading:** Grades will be assigned based on the completion of all requirements for this course.

6. Class Participation

We will have many opportunities for discussion, questions and answers, group discussions, as well as the typical discussion and questions that arise during recitation. Class participation is CRUCIAL to the quality of the class. Please come prepared to share your thoughts and ideas and ready to participate.

Important Note: At times, the subject matter we discuss in class may be controversial or sensitive. All viewpoints will be respected, but please note that everyone may not share your opinion on a particular topic. Additionally, this class is designed to be a safe space for *all* individuals regardless of gender, sexual orientation, race, ethnicity, nationality, physical or mental disability, or socioeconomic status.



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Acelero Learning Head Start Centers

Student Volunteer Guidelines

Dear Student: Thank you for your commitment to service learning. This guide outlines the required documentation and necessary procedures for Rutgers students who volunteer at Acelero Learning Head Start Centers.

Physical Exam and TB Test /Acelero Volunteer Physical Form
Acelero Volunteer Application/Acelero Volunteer Contact Form/Acelero CARI form
Morpho-Trak Fingerprinting

Step One: Schedule a **Physical Exam** and **TB Test**; your physician should complete the **Acelero Volunteer Physical form** during this appointment. Before any volunteer is allowed to enter the classroom, he/she must have a physical and TB test, so it is imperative that you make an appointment as soon as possible. The TB skin test requires two visits to either a physician or one of the TB skin-testing clinics. You can do this in one of three ways:

- Visit a TB skin-testing clinic scheduled for the School of Education. The clinics are open from 9am to 12pm and then again from 1:30pm to 4pm on the dates indicated below. You do not need to make an appointment if you are attending a clinic. There are two sets of dates in which you can attend:
 - September 13th- 14th for the placement of the test and the 15th -16th for the reading.
 - September 20th- 21st for the placement of the test and the 22nd and 23rd for the reading.
- Make an appointment at one of the Rutgers' clinics for the TB skin testing. Call 732-932-7402.
- Make an appointment and visit your own physician.

Please note that if you are visiting one of the Rutgers clinics you will need to bring your insurance card. If your insurance does not cover the test you will be billed \$20.00. Also, regardless of where you have the TB test conducted you will need to bring the Acelero Physical Form and have it filled out by a nurse or physician.

Step Two: **Call the Acelero Center where you will be volunteering.** When you call, introduce yourself as a student volunteer from Rutgers and the day / time you will be able to go to the center each week (*determined during in-class sign-ups*). Ask the center to email the Morpho Trak Forms and CARI Forms to you if possible, or go to the center to pick them up.

Step Three: Schedule your appointment for **Morpho-Trak Fingerprinting**. Complete the **CARI form, Volunteer Application form and Volunteer Contact Form and return them to Acelero**. Volunteers may start before their CARI form process is completed since Acelero also runs their own background check. Since fingerprinting can be a lengthy process, volunteers can also start within two weeks of your appointment with Morpho-Trak.

Step Four: **Schedule your start date within two weeks of your Morpho -Trak Fingerprinting appointment and after you have completed the physical and TB test.** You must bring the necessary CESEP forms (contract, service hour logs) and the Acelero forms (volunteer application, contact information, TB Test and physical form) with you on your first day.

Step Five: **Complete the CARI form process and submit documentation of Morpho Trak Fingerprinting** to Acelero.

Remember to:

- Make copies of all your documentation at the CESEP office. That way in case there is a miscommunication or they are misplaced, you will not have to re-do the process.
- Follow up with your center to ensure they have received all necessary documentation, so you can start as soon as possible and avoid a mid-semester dilemma.
- Be understanding. Acelero has many volunteers throughout the semester and thus, manages much paperwork.

We are grateful for your time as a student volunteer and are here to facilitate the process as seamlessly as possible. If you have any questions, concerns, or issues at any point, please call us at the CESEP office at **732-932-8660** or visit us at 191 College Avenue 2nd floor.