

Section:

Term:

Date/Time:

Location:

Course Instructor:

Email:

Phone:

Office Hours by Appointment

Teaching Assistant:

Email:

My Group Assignment: (A or B)

My Direct Service Site:

CIVC 101: Introduction to Civic Engagement Course Syllabus

1. University Commitment to Civic Engagement

President Fry spelled out Drexel's commitment to civic engagement in his 2010 Convocation speech, where he said, "Drexel will be the most civically engaged university in the United States". Individual students are an essential part of this vision. During their time at Drexel, we envision students each pursuing a "civic pathway", where they significantly develop their civic engagement efficacy, identity and agency. This course is a starting point.

2. Course Description

CIVC 101: Introduction to Civic Engagement, a community-based learning course, is designed to give students a basic understanding of key concepts and frameworks of civic engagement. Students will critically examine university-community relationships, power structures and the concept of privilege. They will be exposed to different types of civic engagement, through direct service opportunities and by researching specific case studies. Throughout all class discussions and assignments, students will be asked to engage in critical reflection.

3. Course Learning Outcomes

Consistent with the mission and vision of the Lindy Center for Civic Engagement and the University's strategic plan to produce students who are responsible citizens, below are the learning outcomes for this course. Student will be able to:

- Identify Civic Engagement models.
- Apply essential aspects of civic engagement (such as observation, reflection and dialogue).
- Identify social issues connected to direct service at a community partner.
- Construct a personal vision of a civic pathway.
- Recognize the potential for individual civic action to affect change.
- Identify examples of power and privilege and be able to explain their impact in everyday life.

4. Requirements, Assignments, and Grading (based on 100% scale)

Each student is responsible for fulfilling the requirements of this course, which include engaged class participation, discussion board posts, direct service and two assignments. These requirements are explained in further detail below.

Attendance and Engaged Class Participation (10%)

Attendance will be taken at the start of each class. It is expected that students attend class based on their A/B group designation. Unexcused absences from class will result in a reduction of your final grade.

Engaged class participation is essential. It is assumed that all students will come to class prepared. This includes completing all readings and out of class assignments, including discussion board posts when assigned. A student who is an engaged class participant offers comments based on thoughtful reflection, is prepared, respects the opinions of others, thinks critically, asks questions and challenges classmates' viewpoints in productive ways.

Discussion Board Posts (5%)

We will be using discussion board posts to practice the reflection model, engage with content outside of class time, and to fuel upcoming class discussions.

There are five posts, each is worth 1% of a student's final grade. Posts will have staggered due dates, which will depend on your A/B group assignment. Please check BBLearn for exact due dates.

Direct Service (5% + 45%)

In combination with a student's classroom learning, each student will complete an average of 8-10 hours of direct service with a local non-profit organization over the course of the term.

The purpose of the direct service project is to give students a community-based learning opportunity in Philadelphia that is informed by class readings and discussions, and informs knowledge accumulation in those areas.

Students who complete the sign-up process on time (before the 2nd class) will earn a full 5% for the sign-up portion of the assignment. Completing all scheduled service shifts will result in an additional 45%. Deductions will be taken due to signing up for service late and/or not completing scheduled service. For more details about the service policy and sign-up procedures, please refer to section 7 in this syllabus.

Assignment 1 (15%)

To be assigned by instructor

Assignment 2 (20%)

The final assignment in this class will be a reflective writing prompt based on the creation of your own personal "civic pathway". A **civic pathway** is an intentional plan articulated by an individual to help shape and guide how they will develop as an informed, active, and engaged community member. Your individual pathway will take into consideration your past civic experiences and influences, your current focus both inside and outside the classroom at Drexel, and your future goals as you move forward in

your professional and personal life. The specific writing prompt will be available during Week 6 of the term.

Grading Scale

A+	98-100
A	93-97
A-	90-92
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	73-76
C-	70-72
D+	67-69
D	60-66
F	0-59

5. Drexel University Policies & Resources

The links below will direct you to Drexel University policies and resources

- Academic Integrity, Plagiarism, and Cheating Policy:
www.drexel.edu/provost/policies/academic_dishonesty.asp
- Students with Disability Statement: <http://www.drexel.edu/oed/disabilityResources/students/>
- Course Drop Policy: <http://drexel.edu/provost/policies/course-add-drop/> . This policy has recently changed. Please be aware that the course registration adjustment period for adding or dropping courses ends at midnight on Sunday of Week One.
- The Drexel University Counseling Center is available to you in order to support your emotional well-being. Please take advantage of the center if you have personal challenges that are interfering with your academic progress. Additional information is available at:
<http://www.drexel.edu/healthservices/counseling-center/overview/>

6. Course Schedule:

Please Note: All students should report to class during Weeks 1, 2, 9, & 10. During Weeks 3-8, the class will be divided into two groups (“Group A” and “Group B”), meeting on alternate weeks.

Week 1	<p><i>What is Civic Engagement and why do we do it?</i></p> <ul style="list-style-type: none"> • What is Civic Engagement? • Why is it important for higher-ed institutions? Why is Drexel so committed to this? • How will the course be structured and how will service play into this? How do students sign up for service? • What is the purpose of this course for me? 	
	<p>ASSIGNMENT FOR NEXT CLASS:</p> <ul style="list-style-type: none"> • Research your top three direct service site choices • Use Sign-Up Genius to register for a direct service placement (Placements are reserved on a first-come, first-served basis, so register early). Registration opens at 9am on Saturday 9/30/2017. • Complete discussion board post 	
Week 2	<p><i>Logistics and Key Tools for the Course</i></p> <ul style="list-style-type: none"> • What will make the direct service requirement more meaningful for both me and CIVC 101 partners? • How will I travel to service? • What reflection model will we be using throughout the course? 	
	<p>ASSIGNMENT FOR NEXT CLASS:</p> <ul style="list-style-type: none"> • Choose an interest area for the next class: Social Business, Art/Film, Tech or web-based strategies, Play/Sports, Legal system, Product-based strategies: one for one model. • Connect with your group members, either by email or in person to choose a company/initiative within your area of interest. • Complete discussion board post • Additional discussion board post to be completed after your first service shift 	
	Group A	Group B
Week 3	No Class	
	<p><i>Case Studies</i></p> <ul style="list-style-type: none"> • How are others practicing civic engagement? • What methods and tools are they using? • How can I use these case studies to inform my own civic engagement work? <p>ASSIGNMENT FOR NEXT CLASS:</p> <ul style="list-style-type: none"> • Complete discussion board post • Read Moskowitz’s article: “Philadelphia universities’ expansion drove wider gentrification, tension” http://alj.am/1zysHCM . This article is also available on BBLearn. • Assignment One due ?? 	

<p>Week 4</p>	<p>Case Studies</p> <ul style="list-style-type: none"> • How are others practicing civic engagement? • What methods and tools are they using? • How can I use these case studies to inform my own civic engagement work? 	<p>No Class</p>
<p>ASSIGNMENT FOR NEXT CLASS:</p> <ul style="list-style-type: none"> • Complete discussion board post • Read Moskowitz’s article: “Philadelphia universities’ expansion drove wider gentrification, tension” http://alj.am/1zysHCM . This article is also available on BBLearn. • Assignment One due ?? 		
<p>Week 5</p>	<p>No Class</p>	<p>University-Community Relationships</p> <ul style="list-style-type: none"> • How do universities affect the communities around them? • How does Drexel affect Mantua/Powelton Village? • What can students as individuals do?
<p>ASSIGNMENT FOR NEXT CLASS:</p> <ul style="list-style-type: none"> • Watch Tiffany Jana’s TEDxRVAWomen talk: “The power of privilege” http://bit.ly/1AYnD4. This video is also available on BBLearn. • Complete discussion board post 		
<p>Week 6</p>	<p>University-Community Relationships</p> <ul style="list-style-type: none"> • How do universities affect the communities around them? • How does Drexel affect Mantua/Powelton Village? • What can students as individuals do? 	<p>No Class</p>
<p>ASSIGNMENT FOR NEXT CLASS:</p> <ul style="list-style-type: none"> • Watch Tiffany Jana’s TEDxRVAWomen talk: “The power of privilege” http://bit.ly/1AYnD4. This video is also available on BBLearn. • Complete discussion board post 		

<p>Week 7</p>	<p>No Class</p>	<p>Structures of Power</p> <ul style="list-style-type: none"> • What hierarches and power dynamics exist between different social groups? How do we recognize these, without oversimplifying/distorting the reality of complex relationships? • How can we as individuals locate ourselves within these structures of power? • What is privilege? How can I determine and acknowledge my own privilege? • How can this discussion of power and privilege be applied to direct service or other civic acts? Why is it relevant? <hr/> <p>ASSIGNMENT FOR NEXT CLASS:</p> <ul style="list-style-type: none"> • Reminder: Additional discussion board post to be completed after your first service shift
<p>Week 8</p>	<p>Structures of Power</p> <ul style="list-style-type: none"> • What hierarches and power dynamics exist between different social groups? How do we recognize these, without oversimplifying/distorting the reality of complex relationships? • How can we as individuals locate ourselves within these structures of power? • What is privilege? How can I determine and acknowledge my own privilege? • How can this discussion of power and privilege be applied to direct service or other civic acts? Why is it relevant? <hr/> <p>ASSIGNMENT FOR NEXT CLASS:</p> <ul style="list-style-type: none"> • Reminder: Additional discussion board post to be completed after your first service shift 	<p>No Class</p>
<p>Week 9</p>	<p>What's Next?</p> <ul style="list-style-type: none"> • Consider your own path as an engaged, knowledgeable, and active citizen. • In what ways can I continue to be civically engaged while I am a student at Drexel? What's next after CIVC 101? • How are other students civically engaged during their time here? 	
<p>Week 10</p>	<p>Reflection, Wrap-Up and Course Evaluation</p>	

7. Direct Service Info: Sign-Up and Scheduling Procedures

Signing up for Direct Service

During your first week of class, you will choose your top three preferences for your direct service site. Take time before Saturday of week one to research your top three organizations (mission, location, etc.). Remember, you will eventually choose just one site to serve with.

You will be completing multiple shifts at your one site. Sites require either two, three or four shifts. This information, along with location, directions and contact info, is available on the site's page. You will log in to the service database using your Drexel User ID and password (the same information that you log into DrexelOne with). You can access the service database through the Lindy Center website (<http://drexel.edu/lindycenter/students/courses/first-year-civic-engagement/civc-101/>) or through BBLearn.

On **Saturday, September 30, 2017 at 9am**, the "Sign Up" button for each site will appear. It is suggested that you log in before 9am, so you just need to refresh the page to see the "Sign Up" button.

You must sign up for your service site before your class Week 2. If you sign up for service on time (before class Week 2), you will automatically receive a 5% Sign Up Credit. If you are having trouble identifying a service opportunity, please contact your TA prior to your second class to receive credit for signing up.

- Failure to sign up or contact TA before 2nd class: 3% deducted from your final grade
- Failure to sign up or contact TA before 3rd class: 4% deducted from your final grade
- Failure to sign up or contact TA before 4th class: 5% deducted from your final grade

Direct Service FAQs

Do I sign up for all my shifts for the entire term before Week Two?

Yes, you should sign up for all the required number of shifts before Week Two.

Can I complete my service requirement at multiple sites?

No, you must complete all shifts at one site. This gives you the opportunity to get to know an organization: the people who are a part of it and the social issue the organization is addressing.

Can I complete my service requirement with an organization that is not on the list?

Unfortunately, you are only able to complete the service requirement for the course with one of our approved CIVC 101 partners. Partners must go through a vetting process to be sure they align with the needs of the course. Since service completion is an academic requirement, we need to be able to track progress and completion.

Do I need to do anything to prepare for service?

*Many CIVC 101 service sites require volunteers to fill out some sort of form before serving. Please check the Sign Up page for information on this; most often these forms will be emailed to you during Week 2. **If you are serving with youth, you are required by law to go through the background check process.** You should also look up directions, contact information and the names of other CIVC 101 students who are serving with you. If you set up a meeting spot on campus and travel together, this is much easier for everyone.*

Please note if any special clothing is required. For sites where you are preparing or serving food, closed toed shoes and long pants are required. For outdoor sites, please wear clothes you don't mind getting dirty.

How do I get to my service site?

Sites are accessible by foot or public transportation (SEPTA). Directions are available on the sites Samaritan page for each opportunity. The Lindy Center supports students with tokens to travel to service. Stop by our center M-F 9am-5pm to pick up tokens.

How are my service shifts tracked?

You are required to sign in at the beginning of each shift. These sign in sheets are then returned by the site supervisor to the Lindy Center each week.

What happens if I need to reschedule a shift?

Since service is an academic requirement, please approach these shifts as you would any other academic assignment. Reschedule only if absolutely necessary, due to some unforeseen circumstance, illness or emergency. Your TA will be able to help you reschedule, but will need advanced notice.

What happens if I miss a shift?

If you are not going to make it to a service shift for any reason, you must inform your site and your TA ahead of time. Missed shifts are either "excused" or "unexcused". Examples of an "excused absence" are a family emergency, illness or unforeseen academic conflict. Examples of an "unexcused absence" are oversleeping, finishing a paper instead or heading home for the weekend instead.

TAs will help you to reschedule "excused absences"; you must complete all required shifts to receive full credit. The sooner these shifts are rescheduled the easier it will be.

If you have an "unexcused absence", you may still be able to reschedule though this is not guaranteed. There are a few slots towards the end of the term that are reserved for students with "excused absences". If not all of these are needed for "excused absences" then those with "unexcused absences" may reschedule. If none are available, the missed shift will result in a reduction of your final grade.

What happens if my site cancels one of my shifts?

*Occasionally, an organization may have to cancel your service shift. In the case of a site closing, you will not be required to make up service **if you are informed after 5pm** of the day preceding your service of the cancellation. If notice is given prior to 5pm on the preceding day, you will be expected to reschedule and make up this shift.*

Not all of my questions were answered here; who should I direct further service-related questions to?

Your TA is the best resource to answer questions related to the service requirement for this course.

8. Roles and Responsibilities of Drexel Faculty & Staff Involved in this Course

Faculty/Staff	Role/Responsibility	Contact
Your Instructor	Your instructor oversees delivery of the course content, manages the class, and is responsible for all assignments and grading. Contact your instructor if you have questions about the syllabus, assignments, or course-related issues.	See first page of the course syllabus for contact information
Your TA	Your TA provides in-class assistance to the instructor and helps you with all service logistics. Contact your TA if you have any service-related questions.	See first page of the course syllabus for contact information
Catherine Fuller	Associate Director, Community-Based Learning Lindy Center for Civic Engagement Responsible for all aspects of the course including community partnerships, supervision of TAs and Instructors, curriculum and service placements.	cef83@drexel.edu 215.895.6296 3210 Cherry St. Philadelphia, PA 19104
Jennifer Johnson Kebea	Executive Director Lindy Center for Civic Engagement Leads all initiatives and programs in the Lindy Center.	jpj38@drexel.edu 215.895.2097 3210 Cherry St. Philadelphia, PA 19104

The specific course content including assignments is subject to change by the instructor during the term. Any changes will be made known to students as soon as possible with an updated syllabus posted on Blackboard Learn reflecting the changes.