CST 461S & 462S Service Learning
Syllabus - Spring 2019

Instructors
Dr. Bude Su
Email: hsu@csumb.edu
Phone: office: (831) 582-4558
Office: BIT Building, Suite 250
Office Hours: by appointment

Brian Robertson
Email: brobertson@csumb.edu
Office: Library 2167
Office Hours: Mondays & Wednesdays 10:00am - 12:00pm or by appointment

Cassandra Humphrey
Email: chumphrey@csumb.edu
Office Hours: Online by appointment

Course Descriptions

CST461s:
A project-driven Service Learning course in which advanced Communication Design students analyze and solve a design or technical problem for their community partners and their constituents. Students address social injustice issues and combine design and technical skills with professional knowledge to solve the problem. Requirement: concurrent enrollment in a 400-level Communication Design course.

CST462s:
Explore the impact that access to information technology has on the opportunities available to people in different parts of our society. The inclinations and prejudices leading to lack of women and minorities in computer science will be studied; short and long term activities to address them will be developed. Students will implement components of the activities they identified by serving at community sites including high schools, community centers and non-profit organizations.

Structure of the integrated CST461s & CST462s

The combined CST461s & CST 462s is a blended service learning course in which students will meet as a large group from 2:00-3:00pm on the designated Fridays in BIT104. Students will instruct or work on projects in communication design or computer science to assist schools, nonprofit organizations, and community agencies in bridging the “Digital Divide”. Student participation requires 30 hours service to be arranged with an authorized CSUMB service learning community partner.

This course satisfies the D4 GE Requirement for upper division Service Learning.
Course Learning Outcomes (campus and program)

Campus Service Learning Outcomes:

1. **Self and Social Awareness (Week 3-4)**
   Students deepen their understanding and analysis of the social, cultural and civic aspects of their personal and professional identities.
   - Define, describe, analyze and integrate the concepts of individual social and cultural group identities and the concepts of social privilege and marginalization.
   - Demonstrate critical analysis of their own assumptions, values, and stereotypes, and evaluate the relative privilege and marginalization of their identities.

2. **Service and Social Responsibility (Week 9-11)**
   Students deepen their understanding of the social responsibility of professionals in their field or discipline, and analyze how their professional activities and knowledge can contribute to greater long-term societal well-being.
   - Articulate the relationship between individual, group, community and societal well-being.
   - Analyze how individual and professional actions contribute to short-term well-being and/or greater long-term societal well-being.
   - Develop a critical understanding of ethical behavior in the context of their profession or discipline with regard to issues of societal well-being.

3. **Community & Social Justice (Week 7-8)**
   Students evaluate how the actions of professionals and institutions in their field or discipline foster both equity and inequity in communities and society.
   - Examine the demographics, socio-cultural dynamics and assets of a specific community through a social justice framework.
   - Analyze a community issue(s) in the context of systemic inequity, discrimination and social injustice.

4. **Multicultural Community Building/Civic Engagement (Week 12-14)**
   Students learn from and work responsively and inclusively with diverse individuals, groups and organizations to build more just, equitable, and sustainable communities
   - Demonstrate intercultural communication skills, reciprocity and responsiveness in service work with community.
   - Enter, participate in, and exit a community in ways that are sensitive to systemic injustice.
   - Develop and implement personal, professional and institutional strategies, policies and/or practices that work towards creating greater equity and social justice in communities.

Program Service Learning Outcomes:

Students apply technical skills, knowledge and professional standards with moral, ethical, tolerant and compassionate behavior. Specific assessment criteria and standards are included with each assignment.

1. **Analysis:** Systematically analyze the technical needs in the context for the partner
2. Problem Solving: Provide potential solutions to a problem and evaluate the appropriateness, efficacy, and creativity of the solution.
3. Project Management: Determining tasks, schedules, and organizational structure; providing leadership throughout the course of the project.
4. Implementation: Execute the proposed solution agreed to by the client.
5. Documentation: Document the phases of the project.
6. Evaluation: Determine the efficacy and impact of the implementation.

Service Learning Projects

Working with external organizations

Students will develop specific short-term and long-term activities to address the issues identified in the topics. Students will visit service learning partner sites to implement components of their activities. Following is a list of example sites that will be visited by the teams:

- Middle/High school after school programs encouraging underrepresented students to get into computer science and communication design related fields
  - Utilizing your professional skills to serve the hosting site such as designing a website, providing on site service in a computing & design related areas
  - Non profit organization like ‘Loaves, Fishes and Computers’ to build, configure and setup connected computers in low income areas
  - Develop introductory materials to teach computing or design knowledge and their benefits to traditional and non-traditional students from local communities.
- K-12 school classes focusing on computing and design related subjects
- Boys and Girls Clubs
- Community Centers
- Other non-profit organizations

Teaching modality

You will complete the reading assignments to deepen your understanding of the topics of discussion, actively participate in the online forum and the guided classroom discussion. You will need to spend at least 30 hours serving your organization, and at least 10 of those hours must be spent on-site interacting with the people your site serves.

Major Assignments

These documents must be submitted to pass the class:

1. Service Learning Proposal
2. Weekly Discussion Forums - Initial posts are due Wednesdays, replies due Friday
3. Online Registration on MySLP*
4. Original signed Service Learning Agreement or Short-Term Agreement*
5. Original signed Activity Log*
6. Original signed Partner Evaluation of Student*
7. Student Online Evaluation of Service Learning Experience*
8. Service Learning Final Report

* Required by the Service Learning Institute to pass the class
Technical Requirements

- Audio and Video editing software (any that you have access to)
- MS Office Suite (MS Word, and MS PowerPoint) - available for free at it.csumb.edu/software

Grading/Assessment Criteria

<table>
<thead>
<tr>
<th>Assignments</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Service Learning Paperwork/Forms</td>
<td>30% (300 points)</td>
</tr>
<tr>
<td>Service Learning Proposal</td>
<td>15% (150 points)</td>
</tr>
<tr>
<td>Assignments (e.g., weekly journal, discussion, written assignment, etc.)</td>
<td>35% (350 points)</td>
</tr>
<tr>
<td>Final Summary Report and Reflection</td>
<td>15% (150 points)</td>
</tr>
<tr>
<td>Participation</td>
<td>3% (30 points)</td>
</tr>
<tr>
<td>Extra credit</td>
<td>2% (20 points)</td>
</tr>
</tbody>
</table>

Grade Scales

As (90-100%): Excellent achievement. Very thorough command of the course content; very high level of scholarship;
Bs (80-89%): Good achievement. Signifies mastery and fulfillment of all course requirements; Solid, acceptable performance.
Cs (70-79%): Fair achievement. Acceptable performance on most, but not all, aspects of the course
D (60-69%): Inadequate achievements. Limited performance on most aspects of the course
F ( < 60%): Unacceptable work. Little or no command of the course objectives.

Please note that CSUMB graduate matriculation policy requires students to get C or above to demonstrate mastery of the course content.

Grades for each activity can be found in iLearn.

Students receiving an inadequate or failing grade must repeat their service learning hours in addition to retaking the course.

Other policies

Specifications for each assignment will be given in the iLearn course management system. Assignments are due no later than 2p.m. PST on Friday the following week (unless otherwise specified). You are responsible for turning in work on time, as posted. Any assignments or activities not received by the due date will be considered late and will not receive any credits.
Sometimes personal situations will arise and, on occasion, students may not be able to meet assignment deadlines. Should that occur, students are required to contact their professors as soon as possible, ideally prior to the deadline itself. Some reasons will be accepted, such as military deployment or illness, but others, such as family vacation, will not. With the exception of fully documented medical (or similar) reasons, the decision to accept late work is at the sole discretion of the instructor.

Announcements will also be used to announce required information to the class so you should check that regularly. In addition we will monitor the 'ask your instructor' discussion forum in iLearn for any inquiries that are relevant to the course. This is the best place to post your concerns that might be of interest to the entire class. Also please help answer the questions if you happen to know the answer. Please use a direct email message if your inquiry is of a personal nature.

**Technology Support**

If you are experiencing issues with any technology to access the course such as your iLearn account, or your CSUMB email, access the following resources:

- Contact the Center for Academic Technologies (CAT) for iLearn issues. *(ilearn@csumb.edu, 831/582-4648)*
- Submit a Help Desk Ticket *(https://webhelp.csumb.edu)* for CSUMB access issues.
- Contact Coorperative Learning Center: *(https://csumb.edu/clc)* Tutoring, Library Suite 2125, 582-4104, clc@csumb.edu

**Academic Honesty**

Academic honesty is highly valued at CSUMB. Participants must always submit work that represents their original words, ideas, and design. Forms of academic dishonesty include: cheating, fabrication, plagiarism, and collusion in any of these activities. All relevant sources must be cited and, when appropriate, permission to use the work must be obtained.

We value informal resolution of academic integrity allegations; however, students discovered to have engaged in academic dishonesty will be sanctioned. Please see the CSUMB Catalog for more information about academic honesty, including consequences of academic dishonesty: *(https://csumb.edu/policy/academic-integrity-policy)*

**Accommodation**

The workshop and the resources utilized have been made accessible as possible. iLearn uses Moodle LMS which complies with all major international standards in the area of accessibility. For additional accessibility accommodations, please refer to Student Disability Resources at *(https://csumb.edu/sdr)*, email: student_disability_resources@csumb.edu, phone

**Cooperative Learning Center**

The Cooperative Learning Center (CLC), a campus-wide tutoring program, is free and open to all students and offers peer tutoring services and workshops. It seeks to provide high-quality learning assistance in academics and study strategies aimed at enhancing learning needs at all ability levels. CLC works with students to expand their knowledge and abilities by empowering them to become independent learners. CLC tutors, staff, and faculty work together to design and offer effective,
collaborative, and active learning experiences. CLC is located in the Library, 2nd floor, Suite 2125, (831) - 582 - 4104 (clc@csumb.edu)

Veterans and Active Duty Personnel
Veterans, active duty military personnel with special circumstances (e.g., upcoming deployments, drill requirements, disabilities) are welcome and encouraged to communicate these, in advance if possible, to the instructor.