# INTS 294 Syllabus (Spring 2024)

Service-Learning Experience

Section K01

Service-learning courses offer students, faculty, and community partners an opportunity to work together to integrate and apply knowledge to address community needs. Learning goals, action strategies, and assignments developed collaboratively. Students demonstrate progress through critical reflection that illustrates growth in acquiring and comprehending values, skills, and knowledge content. Critical reflection may take the form of papers, presentations, portfolios, journals, and exams. May be repeated for a maximum 15 credits.

As part of the course, students will be required to volunteer between 20 and 115 hours of service depending on their selected credit hours for the semester. Students will engage with the local community utilizing and reflecting upon what they are learning in class, in their service experience, as well as reflecting critically on their service and applying concepts from class to those reflections.

A commitment has been made to this community partner and students are expected to be present, positive, and engaged during their service experience. You will be responsible for filling out your log sheet regularly and your hours will be confirmed by the community partner.

Your section of INTS 294 is taught by Mr. Sangyong Lee from the Career Development Center. My email is slee232@gmu.edu.

## Description

Mason Service Corps is a unique class that is designed to incorporate your passion and interest in community development, engagement, and service. In this course, we will explore concepts of community engagement, with particular attention to organizing and personal development through self-awareness and self-monitoring. Throughout the course, we will examine various service leaning activities and critically analyze community engagement .

- **Classroom: TBD**
- **Meeting times: Thursdays 9:00AM – 10:15AM**
- **Office:** G311
- **Office Hours:**
    - Sangyong Lee: Wednesday 3:30 – 4:30 PM
- **Credit hours:** 1.0 – 2.0 credit hours.

- **Prerequisites:** None.

# Objectives

By the end of this course, students will be able to:
- Learn about service-learning projects and integrate and apply knowledge to address community needs.
- Contribute to community prosperity by discovering and utilizing one's strengths.
- Enhance self-awareness about how one's actions can have a positive influence on others and the community through critical self-reflection.
- Reflect on their service learning experiences and consider how they can apply the skills and knowledge they have gained to their future careers.
- Build robust resumes and develop strong LinkedIn profiles that effectively showcase their skills, experiences, and career aspirations.

# Materials

## *Textbooks*

There is no textbook for this course.

## *Software*

All course materials posted to Blackboard or other course sites are private to this class; by federal law, any materials that identify specific students (via their name, voice, or image) must not be shared with anyone not enrolled in this class.

Video recordings — whether made by instructors or students — of class meetings that include audio, visual, or textual information from other students are private and must not be shared outside the class.

Live video conference meetings such as Zoom that include audio, textual, or visual information from other students must be viewed privately and not shared with others in your household or recorded and shared outside the class.

Activities and assignments in this course will regularly use the Blackboard learning system, available at https://mymason.gmu.edu. Students are required to have regular, reliable access to a computer with an updated operating system and reliable broadband Internet connection. In addition to the requirements above, students are required to have a device with a functional camera and microphone.

## *Platforms*

The course will be administered through the following online platforms:.

- Blackboard: https://mymasonportal.gmu.edu

    - Blackboard operates as the central resource for course materials, homework

instructions, assignment submissions
- Blackboard is also used for readings, assignments, and grades.

# Policies

## Contact policy

My ground rules for direct messages are as follows:

- Help will always be given to those who ask for it.
- Allow up to 24 hours for a response.
- Questions about an assignment should be asked before the due date. Questions asked after 6:00pm on a due date may not receive a response until after due date has passed.
- Messages received over weekends and holidays may receive delayed responses.
- If your questions are complicated, I may ask you to join me in a Zoom meeting or in my office to work through it.

## Illness and emergencies

It is a student's responsibility to inform me about illnesses or personal/family emergencies that will interfere with submitting work on time. This must be done as soon as possible. In case of illness, you may be asked to provide a doctor's note before being granted an assignment extension or exemption.

I understand that certain emotional or physical situations can impact a student's willingness and ability to communicate what is going on and that it can take a few days to inform me about a personal emergency or severe illness. At the same time, all students are expected to exercise personal responsibility. It is not acceptable to wait to tell me about the impacts of a personal illness or emergency until you're about to fail the course due to missing multiple submission deadlines.

## Late work policy

Unless otherwise noted, assignments are to be submitted by 11:59pm KST on the due date. The following penalties apply for most assignments (please note that weekends count as days):

- First day late, by 11:59pm: -10%
- Second day late, by 11:59pm: -20%
- Third day late, by 11:59pm: -30%
- Fourth day late, by 11:59pm: -40%
- Fifth day late, by 11:59pm: -50%
- Sixth day and more: no credit

any religious holidays or school-sponsored . Extensions are to be completed within the timeframe I set forth. Exemptions may be granted at my discretion.

## Accommodations policy

at the Office of Disability Services (ODS) at <u>+82-32-626-5071</u>. All academic accommodations must be arranged through the ODS: http://ds.gmu.edu/ . Please notify me after your accommodation has been approved by the Office of Disability Services.

## Campus Closure or Class Cancelation/Adjustment Policy

for updates on how to continue learning and for information about any changes to events or assignments.

# Grading

## Breakdown

| Category | Weight |
|---|---|
| Assignment #1 | 10pt (10%) |
| Assignment #2 | 10pt (10%) |
| Assignment #3 | 10pt (10%) |
| Document | 10pt (10%) |
| Participation | 10pt (10%) |
| Mid Presentation | 20pt (20%) |
| -    PPT submission | 5pt |
| -    Presentation | 15pt |
| Final Presentation | 30pt (30%) |
| -    PPT submission | 5pt |
| -    Presentation | 25pt |

## Schema

Based on the final total score, your final grade will be determined as follows:

| Points Accumulated | Grade | GPA | Points Accumulated | Grade | GPA |
|---|---|---|---|---|---|
| 97-100 | A+ | 4.0+ | 80-82 | B- | 2.67 |
| 93-96 | A | 4.0 | 77-79 | C+ | 2.33 |

| 90-92 | A- | 3.67 | 73-76 | C | 2.00 |
|---|---|---|---|---|---|
| 87-89 | B+ | 3.33 | 70-72 | C- | 1.67 |
| 83-86 | B | 3.00 | 65-69 | D | 1.00 |
| | | | 0-64 | F | 0.00 |

## *Attendance/Participation*

Due to the seminar style in which this course will be conducted, <mark>attendance is mandatory</mark> unless you acquire prior approval from the instructor. You are allowed 1 unexcused absence per semester without any penalty. Penalties for unexcused absences in excess of 1 are as follows:

- 2nd absence: 1 point will be deducted from the participation point
- 3rd absence: 2 points will be deducted from the participation point
- 4th and subsequent absence will result in zero participation points for the student

## *Assignments*

Please note all assignments and due dates are subject to revision by the instructor.

## *Service Hours*

Service is an integral part of the Mason Service Corps Class. <mark>It gives students an opportunity to earn course credit for work that they are already doing in the community.</mark>

Breakdown of service hours:
1 Credit = 20 service hours
2 Credits= 70 service hours

<mark>Your service-learning site should be solidified by September 30th.</mark> Failure to meet the service hour requirements will result in automatic failure of the course.

## *Final presentation*

<mark>Integration of the course material with your semester-long community fieldwork culminates in a class presentation</mark>. Your class presentation should be approximately 10 minutes long, outlining your service-learning project, its impact on the community, connections to class discussions and your reflections.

# Conduct

## *Academic integrity*

<mark>It is expected that students adhere to the George Mason University Honor Code as it relates to</mark>

==integrity regarding coursework and grades.==  When you enrolled in this course you agreed to abide by the university's Honor Code and it reads as follows:

*To promote a stronger sense of mutual responsibility, respect, trust, and fairness among all members of the George Mason University Community and with the desire for greater academic and personal achievement, we, the student members of the university community, have set for this Honor Code: Student Members of the George Mason University community pledge not to cheat, plagiarize, steal, or lie in matters related to academic work.*

The Honor Code does not preclude collaborative work, such as informal discussions and studying in communities. Nor does it preclude assigned group work. ==The Honor Code does require that the work that a student, as an individual, turns in is ultimately the product of his/her own individual synthesis== or integration of ideas, and that the work a group turns in is ultimately the product of the group's collective ideas. If you are uncertain of the line between collaboration and cheating, you should see me before turning in an assignment.

==You must always cite your sources - if you do not, it is plagiarism.== Plagiarism means taking someone else's ideas or words and presenting them as your own without proper attribution of the source. You must correctly and consistently use APA or MLA citation style. This includes copying materials directly from the Internet. If you feel uncertain about any aspect of the Honor Code, you should discuss your concerns with me proactively (i.e., before turning in a piece of work).

More information about the Honor Code, including definitions of cheating, lying, and plagiarism, can be found at the Office of Academic Integrity website at https://oai.gmu.edu

==Please remember that no grade is important enough to justify academic misconduct.== Should you experience extreme academic anxiety there are resources on campus to assist you during stressful moments. Please reach out to me or one of the University offices offering writing assistance, study skills, or counseling.

==Plagiarism, copying, cheating, sharing answers, etc. are strictly prohibited==. You will be caught and reported to the University, which can result in failing the course or expulsion. ==All course materials and class sessions are considered Intellectual Property== and therefore copyrighted by the instructor. Sharing of any recorded, copied, or other class materials without the professor's written permission is considered stealing and is STRICTLY prohibited.

**ANY MATERIAL THAT IS TAKEN FROM ANOTHER SOURCE AND NOT PROPERLY CITED WILL BE TREATED AS A VIOLATION OF MASON'S ACADEMIC HONOR CODE.**

- Other violations of Mason's Honor Code will be treated similarly. Suspected violations will be reported to the Office of Academic Integrity. ==This report goes to both Mason Korea and the Fairfax campus==. The minimum sanctions I will recommend are:

- ==Minor infraction== (e.g. improper citation, copying from another student's assignment):
    o First offense (university-wide): 0% on the assignment
    o Second offense: F for the course
    o Third offense: Suspension from the university
- ==Major infraction== (e.g. cheating in an exam, or copying from another student's project):
    o First offense: F for the course
    o Second offense: Suspension from the university

o　Third offense: Expulsion from the university

## Decorum/discourse

<mark>Students are expected to be civil in their conduct and respectful of their fellow classmates and the professor for the duration of the course on all discussion platforms.</mark> Students are expected to follow proper grammar and punctuation in their posted messages and to refrain from using internet slang, abbreviations, and sarcasm.

<mark>I will address violations of classroom decorum on a case-by-case basis and reserve the right to enact grade-based penalties for disruptive or repeat violations.</mark> Penalties for decorum violations cannot be negotiated or appealed.

## Mason diversity statement

<mark>George Mason University promotes a living and learning environment for outstanding growth and productivity among its students, faculty and staff.</mark> An emphasis upon diversity and inclusion throughout the campus community is essential to achieve these goals<mark>. Diversity is broadly defined to include such characteristics as, but not limited to, race, ethnicity, gender, gender identity, religion, age, disability, and sexual orientation</mark>. Diversity also entails different viewpoints, philosophies, and perspectives. Attention to these aspects of diversity will help promote a culture of inclusion and belonging, and an environment where diverse opinions, backgrounds and practices have the opportunity to be voiced, heard and respected.

# Disclaimer

<mark>The professor reserves the right to modify this syllabus at any time</mark> during the course to improve the learning experience and classroom environment. <mark>The professor reserves the right to adjust grades as he/she deems appropriate.</mark> The pacing of the course and the list of covered topics may also be adjusted in response to student progress.

# Schedule

The schedule is tentative and may be revised as needed throughout the semester.

| Week | Category | Focus | Assignment |
|------|----------|-------|------------|
| 1 02/22 | Course Introduction | Course Introduction | |
| 2 02/29 | Planning | Topics to cover What is Service Learning? What Are Some Examples of Service Learning Projects? Why is Service Learning Important? | Prepare a one-minute self-introduction |
| 3 | Independent Work | Self Assessment | Assignment #1 |

| | | Students are strongly encouraged to attend "Career Readiness Guide & Strengths Info Session" to be held on September 6, 2024 (12pm-1pm). Complete CliftonStrengths assessment (formally known as the StrengthsFinder) Take Assessment: https://strengths.gmu.edu/log-in-instructions/ | Submit the "CliftonStrengths assessment" result Due: 03/13/2024 (11:59PM, KST) |
|---|---|---|---|
| **4 03/14** | **Planning** | **Learning Objectives & Presentation ½ "Self-Assessment & Goal Setting"** Learn about how to formulate their learning objectives effectively. Each student will present the 5 strengths they discovered through the assessment. It should be a five-minute presentation with 3-5 powerpoint slides. | **Mid-Presentation** Submit your PPT file Due: 03/13/2024 (11:59pm, KST) |
| **5 03/21** | **Planning** | **Presentation 2/2 "Self-Assessment & Goal Setting"** | |
| **6 03/28** | **Work on Service** | **Submission of the Experiential Learning Agreement** Consult with your site supervisor to establish learning objectives and complete Experiential Learning Agreement. | **Submit the Experiential Learning Agreement** Due: 03/27/2024 (11:59PM, KST) |
| **7 04/04** | **Implementing and Monitoring** | **Describe the activities you are involved in through resume writing.** : As you incorporate community engagement activities into your resume, you demonstrate not only your technical skills, but also your caring nature, a positive attitude, and the ability to help others in need. | |
| **8 04/11** | **Meet the course instructor individually 1** | **Meet with Course Instructor** Each student needs to bring their resumes. After meeting with the instructor, students must revise and finalize their resumes based on the feedback provided and upload it to the blackboard Duration: 04/04/2024 - 04/17/2024  Schedule 1:1 meeting: https://mason360.gmu.edu/meetings/1340231/MKCDC | **Assignment #2** Submit your resume as instructed. Due: 04/17/2024 (11:59PM, KST) |
| **9 04/18** | **Implementing and Monitoring** | **Describe the activities you are involved in on LinkedIn.** : Learn how to create your LinkedIn profile and write a post about your activities. -Guest Speaker Minsu Kim | |
| **10  04/25** | **Feedback Session** | **LinkedIn Profile Feedback Session** <ul><li>Begin reviewing the students' profiles one by one.</li></ul> | |

| | | | |
|---|---|---|---|
| | | • Provide positive feedback on what students have done well and constructive suggestions for improvement.<br>• Address common mistakes or areas where students often need guidance.<br>• Encourage questions and discussions throughout the session. | |
| 11<br>05/02 | Meet the course instructor individually 2 | **Meet with Course Instructor**<br>Each student is required to write one post detailing their service-learning activities or experiences. After meeting with the instructor, students must revise and finalize their LinkedIn post based on the feedback provided and upload it to the blackboard.<br><mark>Duration: 04/25/2024 - 05/08/2024</mark><br>Schedule 1:1 meeting:<br>https://mason360.gmu.edu/meetings/1340231/MKCDC | **Assignment #3**<br>Submit your LinkedIn post as instructed.<br><mark>Due: 05/08/2024 (11:59PM, KST)</mark> |
| 12<br>05/09 | Reflection | **Final presentation 1/2**<br>Students present 5-8 PPT slides about their service learning projects for ten minutes. Make sure your presentation includes the following information:<br>• Give a brief description of your activities<br>• In this activity, how did you utilize the strengths you identified earlier?<br>• How have your strengths benefited others or contributed to your community? | **Submit your PPT file**<br><mark>Due: 05/08/2024 (11:59pm, KST)</mark> |
| 13<br>05/16 | | **No Class** | |
| 14<br>05/23 | Reflection | **Final presentation 2/2** | |
| 15<br>05/29 | Reflection | **Feedback Session with your Site-Supervisor**<br>Feedback Session to receive constructive feedback on your performance, understand the impact of your work, and identify opportunities for growth, and complete the 'Service Hour Tracking Sheet.' | **Submit the "Service Hour Tracking Sheet"**<br><mark>Due: 05/29/2024 (11:59pm, KST)</mark> |
| 16<br>06/04 | | **No Class –Final Exam Week** | |