

# Dakota College at Bottineau Course Syllabus

## Spring 2020

**Course Prefix/Number/Title:** UNIV 101 – Leadership through Service – Online Course

### Course Description

The development of occupational knowledge and skills through activities that may include seminars, field trips, public service and/or work experience. Individual and group meetings are held to monitor each student's assigned activities. Students will be introduced to methods of improving social, political, community and family life through this student organization. The purpose of the service-learning experience is to give students the opportunity to apply course concepts in a real world setting and provided needed services while collaborating with community partners.

### Course Objectives

- Develop and understanding and appreciation of the issues and needs of the populations served by our selected community partners.
- Work with community partners to identify a specific need that can be addressed through student involvement.
- Develop and implement a project designed to respond to that identified need.
- Develop an awareness and understanding of one's multiple roles and responsibilities as a citizen of a community.
- Develop leadership, interpersonal, and professional skills.
- Engage students in actual leadership situations.
- Learn methods of improving social, political, community, and family life.
- Improve communication and critical thinking skills.
- Appreciate differences among people and foster interpersonal development.

**Instructor:** Jenna Arnold

**Office:** Minot State University Campus, Memorial Hall, Room #203P, Minot, ND

**Office Hours:** By appointment

**Phone:** 701-858-3204

**Email:** jenna.arnold.1@minotstateu.edu

**Lecture/Lab Schedule:** Four monthly modules online in Blackboard.

**Textbooks:** None

### Course Requirements

Students are expected to be actively engaged in the learning process, in the online Blackboard class, and in the community. Class participation is required and essential. Students will be graded in class participation and point accumulation.

### Grading Procedure: The following scale will determine grades:

First Assignment: Introductions & Getting Involved Assignment	10 points
Service Learning/Volunteer Experience Hours (16 hours X 10)	160 points
Monthly Reflection: Service Learning/Volunteer Experience Assignment (4 reflections x 20 points)	80 points
Mid-Term Hour Log Verification	10 points
Module Assignments (4 module assignments x 15 points)	60 points
Final Project	60 points
<b>Total Points</b>	<b>380 points</b>

### Grading Scale

90% - 100%	A
80% - 89%	B
70% - 79%	C
60% - 69%	D
Less than 60%	F

### Course Assignment and Requirements

**Service Learning Assignment:** The majority of work for this course will stem from the service learning experiences. Students will be required to work four hours a month during the semester for a minimum of 16 hours with 2+ hours a month for module assignments.

- Once you have started your service learning experience, you will be required to submit monthly structured reflections online detailing the 4 hours of service learning and module assignments.
- Students are responsible for recording their service hours.
- A mid-term verification log of hours and plan is required.
- As part of your final project, you will thoughtfully describe your service learning experience in 3 slides. The scoring rubric will be posted in Blackboard.

### Relationship to Campus Theme

Students will better understand the nature of their community and its needs. Through the use of technology students will manage their learning portfolio. Students will also understand how to utilize new ideologies and tools to their benefit, as well as the benefit of the world and society as a whole as emerging leaders.

### Classroom Policies

If a student cannot submit their modules by the due dates provided, he/she must contact the instructor within 24 hours prior to the due date. Submitting module assignments on due dates provided and participation is expected. Students are expected to turn in all assignments on time. Points will be deducted for late assignments.

### Academic Integrity

**Plagiarism:** To plagiarize is to “steal and pass off the ideas or words of another as one’s own” (Webster’s Dictionary). **Plagiarism will not be tolerated in this course.** When completing a research paper, it is necessary to cite all information gathered from other sources – including direct quotations and paraphrases – within the text of the paper using parenthetical notes at the end of the documents in a works cited list. A handout regarding the MLA guidelines is available at the writing center if you would like further information. Students are expected to follow MLA guidelines for the research paper. If you have any questions – please contact your instructor or go to the learning center for more information. **Students found plagiarizing material will receive a “0” for the assignment.**

**Misrepresentation, fabrication, alteration, falsification, or misstatement of the contents of documents or other materials relating to academic matters or volunteer hours will not be tolerated. Students will immediately FAIL the course.**

### Disabilities and Special Needs

If you have any condition, such as a physical or learning disability, for which you need extra assistance, please inform me immediately. If you have already met with Student Development personnel, please provide your instructor with information regarding your special needs as soon as possible so that appropriate accommodations can be made.