

# UNIVERSITY OF DALLAS

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## Office of Personal Career Development

### GST1106 Community and Volunteer Services

#### REGISTRATION PROCESS

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- 1. Complete Required Documentation (with approvals/signatures):**
  - ✓ Initialed assignment page – p. 3-4
  - ✓ Registration Form – p. 5
  - ✓ University of Dallas Community Volunteer Program Contract – p. 6
- 2. Schedule and attend meeting with instructor (Christina Nguyen) prior to registration deadline.**
  - ✓ Submit paperwork
  - ✓ Confirm deadlines of assignments

**Fall 2021 Registration Deadline: Wednesday, September 1<sup>st</sup>.**

*Exceptions can be made if student secures a volunteer opportunity later in semester. Without special approval, there should be six weeks of class remaining in the semester (minimum) to complete the required 30 hours of service. Please email Christina Nguyen at [mnguyen1@udallas.edu](mailto:mnguyen1@udallas.edu) if you may be adding the course after the deadline.*

#### INSTRUCTOR

**Christina Nguyen**, Office of Personal Career Development (OPCD), [mnguyen1@udallas.edu](mailto:mnguyen1@udallas.edu), 972.265.5827

Other instructors vary by Academic Unit

**Office hours and locations:** Augustine 132, M-F 8:00am to 5:00pm (Appointments recommended)

#### COURSE DESCRIPTION

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Community volunteer services will integrate meaningful community service with reflection to enrich the student's learning experience, teach civic responsibility, and strengthen communities. The student will earn credit based on combined organization participation and the student's documentation of service experience, observations, and results.

#### COURSE OBJECTIVES

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Student will engage in social service (charity) as a means to promote social justice. Through volunteering at a non-profit organization, student will demonstrate an understanding of some or all of these concepts:

1. Life and Dignity of the Human Person
2. Care for the Poor and Vulnerable
3. Solidarity and the Pursuit of Peace
4. Serving the Community and Family through Participation in Service
5. Protection of Human Rights and the Fundamental Rights to Life and Human Decency
6. Protection of the Dignity of Work and the Rights of Workers
7. Care for God's Creation

See: [catholicsocialjustice.org/catholic-social-teaching.html](http://catholicsocialjustice.org/catholic-social-teaching.html)

#### TEXTBOOK AND REQUIRED TECHNOLOGY

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There is no textbook for this course. Students are required to use the UD Handshake to enter assignments. Students must successfully, autonomously navigate the system with little to no guidance to demonstrate necessary professionalism and preparedness to complete the course. Students should use PC/laptop to complete all assignments and are strongly advised to use a physical internet connection.

## POLICIES & PROCEDURES

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### Attendance

All coursework is completed in an online setting. Students are required to schedule and attend a meeting with the instructor prior to registration.

### Special Accommodations

If you have a documented condition requiring Special Accommodations, you bear the responsibility to provide the instructor with the proper documentation. If you have any questions about this or believe this applies to you and still need to set up accommodations with UD, please contact Dr. Jeffrey Taylor by email at [ada@udallas.edu](mailto:ada@udallas.edu) or by phone at 972-721-5385. You can also access the accommodation form online:

[udallas.edu/aboutus/offices/hr/ada/accommodations](http://udallas.edu/aboutus/offices/hr/ada/accommodations)

### Late Work

Late work is not accepted and may result in a grade of NP.

## APPROVED POSITIONS & RECEIVING CREDIT

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The student will secure an approved position at a nonprofit or public service organization, supervised by an administrative employee of the organization. With few exceptions, students are required to volunteer at an external (off-campus) organization to qualify to receive credit. Students are required to adhere to the start/end dates identified in the registration paperwork and should span the length of a standard semester, but must be of a time period of at least 6 weeks without special approval. To earn course credit, a student's volunteer hours should total at least 30 hours, combined with the submission of coursework. ***If a student does not meet the 30-hour requirement within the semester, a grade of No Pass will be assigned.***

## GRADING CRITERIA

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Students will earn a grade of either Pass or No Pass in this course. The following grading scale will be used to determine your final grade for the class:

PASS	70-100 pts.
NO PASS	0-69

Student performance in the 3V57 course will be assessed on several measures:

1. Weekly Journals\*: 36% (60/100 points)

The following chart provides a breakdown of the "value" of each journal entry based on credit hours earned in the course:

Course Credits	Number of Entries	Value per Entry
1	6	6 points

**\*Late journal entries are not accepted, and the student will be penalized the full amount for submissions after the 12:00 PM CST deadline.**

2. Internship Final Report: 34% (34/100 points)
3. Professional Behaviors Self-Assessment: 25% (10/100 points)
4. Updated Resume: 5% (10/100 points)

All coursework corresponds with the demands of a real-world professional environment which requires volunteers to demonstrate **attention to detail, critical thinking, and professionalism**. Each assignment includes deadline and evaluation criteria. Students should review course requirements and maintain a pace throughout the semester to meet all deadlines. Students are expected to initiate communication with their instructor with questions, updates and schedule changes, technology concerns, or need for clarification.

Volunteers should check Handshake regularly for announcements, reminders, and updated grades.

***Students who do not work at least 30 hours within the semester will receive an automatic grade of No Pass.***

**ASSIGNMENTS AND EVALUATION**

**All assignments are required to earn a grade of Pass.** Specific academic units may require different assignments or adhere to the assignments below. Please review and initial each goal below to indicate understanding and agreement. *The student bears the responsibility to understand the assignments, usage of required technology, and to maintain a pace throughout the semester to meet all deadlines. Please review carefully:*

**1. Six Total Weekly Journals and Record of Hours Worked: 36% of Total Grade**

Deadline: **Monday, 5:00pm CST – Due dates determined during registration process (see below).**

**Submission: Copy & paste into the comment section of your Handshake Experience (No exceptions)**

Comments are only viewable between the intern and OPCD staff

Journal Entry Deadlines (5:00 PM on the following dates assigned by instructor):

1	2	3
4	5	6

**Student initials:** \_\_\_\_\_

Grading Criteria:

- Meet deadlines. Late journal entries are not accepted.
- Journal content must reflect critical thinking skills and personal observations, reflections, predictions, and insights. **A list of tasks completed for the week will not be accepted.** Instructor reserves right to penalize poorly written entries that lack substance or that are redundant.
- Minimum word count is **250 words/week**. Each journal entry must include 250 words of substantive content.

**2. Final Report: 34% of Total Grade**

Deadline: **Monday, December 6, 2021 – 5:00 PM CST**

Submission: Handshake Experience. No exceptions.

Grading Criteria:

- **Upload a PDF** as an attachment to Handshake Experience. Title the document: LastName.FirstName.FinalReport. (Late reports will result in a penalty of 50% for the assignment).
- **Late reports will result in a penalty of 50% for the assignment.**
- Reports must be substantive to be considered complete for the purposes of passing the course.
- Minimum of 800 words summarizing your experience as a volunteer and providing an overview of the value of the experience in relation to your academic studies at the University of Dallas. Address at least 3 of the following areas in terms of how you helped promote the following through your service:
  - Life and Dignity of the Human Person
  - Care for the Poor and Vulnerable
  - Solidarity and the Pursuit of Peace
  - Serving the Community and Family through Participation in Service
  - Protection of Human Rights and the Fundamental Rights to Life and Human Decency
  - Protection of the Dignity of Work and the Rights of Workers
  - Care for God’s Creation
- Consider some of the following questions in drafting your content:
  - What obstacles did you overcome?
  - How did your approach toward addressing achieving each area evolve?
  - What prior beliefs or behaviors were either confirmed or challenged during your work?

**Student initial:** \_\_\_\_\_

**3. Professional Behaviors Self-Assessment: 25% of Total Grade**

Deadline: **Monday, December 6, 2021 – 5:00 PM CST**

Submission: Handshake via email.

Grading Criteria:

- The student's supervisor will receive an online Employer/Student Evaluation survey via email (from handshake@mail.joinhandshake.com) and must complete and submit by deadline.
- The student bears the responsibility of verifying the accuracy of his/her supervisor's email and verifying employer's receipt of the survey (employer should double-check inbox and spam/trash folder).
- Strict adherence to the deadline for submission of the Evaluation is required to earn a Passing grade. Students bear the responsibility of following up with their supervisors about the status of the survey.
- In the unlikely event that an employer indicates that student is not employable due to on-the-job behavior, the student will be penalized 50% for this assignment.

**Student initial:** \_\_\_\_\_

**4. Submit Updated Resume: 5% of Total Grade**

Deadline: **Monday, December 6, 2021 – 5:00 PM CST**

Submission: Handshake Experience. No exceptions.

Grading Criteria:

- Upload a PDF as an attachment Handshake Experience. Title the document: LastName.FirstName.Resume.
- Resume must be updated to include your current internship. Make sure it is properly formatted and error-free.

**Student initial:** \_\_\_\_\_

## Resume Critique Rubric

	Approved (Excellent)	Approved (Good)	Not Approved (Fair)	Not Approved (Poor)
<b>Content</b>	<ul style="list-style-type: none"> <li>A. Skillfully details relevant, specific experience, traits, skills, and interests to the goal (job).</li> <li>B. Demonstrates clear understanding of the goal through key words, ordering of content, and narrative.</li> <li>C. Includes 3+ examples of prior accomplishments from experience, including powerful action verbs.</li> <li>D. Showcases writer’s strengths through headings that are relevant to goal.</li> </ul>	<ul style="list-style-type: none"> <li>A. Details some related skills and experience pertaining to the goal.</li> <li>B. Seems to understand the qualifications required of the goal through use of key words.</li> <li>C. Includes 2 examples of prior accomplishments from experience, including powerful action verbs.</li> <li>D. Uses appropriate headings that demonstrate competent writing and relevance to opportunity.</li> </ul>	<ul style="list-style-type: none"> <li>A. Provides content that does not clearly relate to a specific goal or relates to a goal other than the one sought.</li> <li>B. Includes some key words but extraneous information not relevant to goal.</li> <li>C. Lacking in relevant experience.</li> <li>D. Includes 1 specific accomplishment from experience.</li> <li>E. Uses headings that do not support the goal or demonstrate professional/skilled writing.</li> </ul>	<ul style="list-style-type: none"> <li>A. Significantly lacks focus. No clear understanding of the goal.</li> <li>B. No specific accomplishments listed.</li> <li>C. Weak, non-descriptive language.</li> <li>D. Irrelevant experience and strengths.</li> <li>E. Headings that do not highlight strengths.</li> </ul>
<b>Format</b>	<ul style="list-style-type: none"> <li>F. Organized and authoritative, listing information to convey understanding of goal.</li> <li>G. Important information listed at top of resume.</li> <li>H. Strong verbs lead each bullet.</li> <li>I. Uses correct verb tense based on employment dates.</li> <li>J. Key ideas highlighted through formatting (bold, bullets, etc.).</li> <li>K. Central skills are emphasized and appear 2-3 times through restatement.</li> <li>L. Additional detail provided for relevant activities.</li> </ul>	<ul style="list-style-type: none"> <li>E. Conveys a sense of emphasis through placement on page.</li> <li>F. Uses formatting (bold, bullets) effectively overall.</li> <li>G. Uses correct verb tense.</li> <li>H. Highlights at least one central skill, restating with varied language at various points.</li> <li>I. Additional detail provided for relevant activities.</li> </ul>	<ul style="list-style-type: none"> <li>F. Inconsistent organization, strengths are not highlighted through placement.</li> <li>G. Formatting is generic and “acceptable” but is not used to draw the reader in to a specific goal or strength.</li> <li>H. Uses verb tenses that do not always match.</li> </ul>	<ul style="list-style-type: none"> <li>F. Disorganized in appearance and organization of content.</li> <li>G. Does not use bold or bullets effectively.</li> <li>H. Verb tenses are either not used or used incorrectly.</li> <li>I. Information not listed in order to impress.</li> <li>J. Repeats exact wording under more than one bullet.</li> <li>K. Formatting is distracting from content.</li> </ul>
<b>Mechanics</b>	<ul style="list-style-type: none"> <li>L. Length conforms to industry standard (of goal).</li> <li>M. Error-free. No unnecessary articles and pronouns. No use of “I.”</li> <li>N. Reverse chronological order.</li> <li>O. Fills page efficiently.</li> <li>P. Consistent punctuation and easy to read fonts.</li> <li>Q. File is titled with author’s name and document name (“Name.Resume”).</li> <li>R. Includes clear and appropriate contact information.</li> </ul>	<ul style="list-style-type: none"> <li>J. Appropriate length.</li> <li>K. No more than one typographical error.</li> <li>L. Standard resume protocol, including avoidance of personal characteristics, articles, pronouns.</li> <li>M. Reverse chronological order.</li> <li>N. Fills pages efficiently.</li> <li>O. Fonts are easy to read.</li> <li>P. Punctuation is consistent with one or two exceptions.</li> <li>Q. Provides contact information.</li> </ul>	<ul style="list-style-type: none"> <li>I. Some obvious “white space” or is too long.</li> <li>J. Mostly follows standard resume protocol, including avoidance of personal characteristics, article and pronouns.</li> <li>K. Fonts are hard to read or fonts and graphics are distracting.</li> <li>L. Punctuation errors.</li> <li>M. Provides contact information.</li> </ul>	<ul style="list-style-type: none"> <li>L. Significant “white space” or is 2 or more pages in length.</li> <li>M. Several typos.</li> <li>N. Inconsistent punctuation.</li> <li>O. Does not follow standard resume protocol and references personal characteristics and pronouns.</li> <li>P. Busy, hard to read fonts and graphics.</li> <li>Q. Unclear acronyms and jargon.</li> <li>R. Contact information is incorrect, wastes space, or inappropriate.</li> </ul>