

E S 160/260/360: Service Learning for Engineers

Fall 2016

Instructor: Dr. Richard Crawford, rhc@mail.utexas.edu, ETC 4.108

Office Hours: By appointment (contact by email to set up time).

T.A. Contacts: President: president@utseek.org

Vice President Administration: utseek.vpadm@gmail.com

Vice President Corporate: utseek.vpcorprate@gmail.com

Vice President Events: utseek.vpevents@gmail.com

Vice President Finance: utseek.vpfinance@gmail.com

Vice President Mentoring: utseek.vpmentoring@gmail.com

Course web site: Announcements and course documents will be posted on the SEEK web site, <http://www.utseek.org>, or through email. Grades will be posted on Canvas.

Course prerequisites: Acceptance into the SEEK organization. The application will be released on the website one month before the last day of class each semester. New applicants will be notified of admission one month prior to the start of the new semester and given directions to be sorted into a program.

- **Fee:** A fee of \$15 per mentor will be required to cover various costs associated with SEEK (reimbursing drivers, project supplies, food for general meetings, t-shirts, etc.). Mentors may pay their PO's by cash or check made payable to The University of Texas at Austin. This fee is due by 12 pm on the twelfth class day, Thursday, September 9. Failure to submit payment will result in being dropped from SEEK.

Orientation: All new mentors accepted to SEEK are required to attend a New Mentor Orientation administered by the Community in Schools organization. No mentor will be allowed to participate in the program until he or she completes this orientation, which includes a criminal background check. This will happen your second week of SEEK during your scheduled time.

Class participation and attendance: Students are expected to attend and participate actively in every weekly mentoring session. Missing a SEEK time results in a 10 point deduction from your overall grade.

Journals: Students in E S 160/260 must keep a weekly journal of their activities and observations regarding personal and academic progress of their assigned mentee. Journals should be at least 250 words in length. The current week's journal is due before the next mentoring meeting. For instance, mentors who meet on Tuesdays at 3:30 will have their journals due by the next Tuesday at 3:30.

Your journals should include the following topics:

1. What did you discuss during the workshop?
2. What problems were your student(s) having during the session?
3. How is your student(s) improving or developing?
(i.e. communication, thought process, grades, participation, etc.)
4. Suggestions for improving lecture/demonstration or workshop

Final Report Survey: The final report survey is a comprehensive survey that is sent out through email at the end of each semester. **The final report survey is due the week before UT Tours for mentors and the week of UT tours for POs/VPs.** Each mentor/officer must turn in a final report survey. Poor quality final report surveys will not be accepted.

Driver Credit/Reimbursement: Mentors who offer to drive other mentors to their schools will receive 1 point of extra credit each week they drive. Alternatively, mentors who offer to drive other mentors to Perez, Overton, Garcia, Manor, Bedichek, or Barbara Jordan are eligible for mileage reimbursement. However, if the driver opts to collect reimbursement, the driver is not eligible for 1 point of extra credit per week. The Vice President of Finance (utseek.vpfinance@gmail.com) will reach out to drivers who are eligible for reimbursement to determine if they would like extra credit or reimbursement.

Two Hour Volunteer Commitment: In addition to attending the weekly meetings, mentors are required to accumulate two volunteer hours per semester. Volunteering opportunities will be posted on the SEEK website (utseek.org) during the semester, and mentors are encouraged to register early to fulfill the two hour requirement. **Mentors must be signed up on the SEEK website prior to the volunteer event to receive credit for attending.** Any mentor who attends a volunteer event without signing up on the website will NOT receive credit. All volunteer hours must be completed by the last day of classes. Non-SEEK related volunteer events are not accepted to fulfill this requirement. Mentors must report their completed hours to their respective PO's. *If you are unable to attend a volunteer event you have already signed up for, you must notify the Vice President of Events (utseek.vpevents@gmail.com) at least 24 hours before the event. Failure to notify VP events will result in a loss of 5 points.*

Grading: SEEK is an attendance and participation-based class. Every mentor is required to attend their section of SEEK every week and submit a log of their activities that week. To receive full credit, mentors must also fill out the Final Report Survey and attend a SEEK related volunteer event. Grades are assigned based on the plus/minus system.

Score	Grade
93+	A
90-92	A-
87-89	B+
83-86	B
80-82	B-
77-79	C+
73-76	C
70-72	C-
67-69	D+
63-66	D
60-62	D-
Below 60	F

*Final reports are considered late if they are submitted after your UT Tour time and before the last day of classes at 6:00PM. Any assignment submitted after this deadline will not be accepted.

**The mandatory volunteer commitment does not count towards extra credit.

Grading	
Grades can be found on Canvas. Contact your PO if you have any questions. Grades for ES 160/260/360 will all begin at 100 points. Deductions and additions are listed below.	
ES 160/260	
Missed Assignment	Points Deducted
Missed SEEK mentoring meeting	10
Each late journal	5
Each failure to submit a journal	10
Failure to fulfill mandatory 2 hour volunteer event	10
Late final report survey	10
Failure to submit final report survey	20
ES 360	
Missed Assignment	Points Deducted
Missed SEEK mentoring meeting	10
Missed PO/VP meeting	5
Failure to fulfill 2 hour volunteer event	10
Late Final Report Survey*	10
Failure to submit final report survey	20
ES 160/260/360	
Extra Credit is capped at 15 points!	
Extra Credit Activity	Points added to final grade
Attend an additional SEEK volunteer event**	10
Attend a SEEK general meeting	5
Drive to and from a SEEK school for a single meeting	0.5

Special Note: The University of Texas at Austin provides upon request appropriate academic adjustments for qualified students with disabilities. For more information, contact the Division of Diversity and Community Engagement, Services for Students with Disabilities, 512-471-6259 (Video Phone: 512-410-6644), ssd@austin.utexas.edu, or <http://ddce.utexas.edu/disability/>. The SSD office is in the Student Services Building, Room 4.206. If you must miss a meeting or event in order to observe a RELIGIOUS HOLY DAY, you will be given an opportunity to complete the missed work within a reasonable time before or after the absence. You must notify your PO of your pending absence **at least fourteen days prior to the date of your absence.**