

E S 260/360: Service Learning for Engineers

Fall 2017

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: vpadm.utseek@gmail.com

Vice President Corporate: utseek.vpcorp@gmail.com

Vice President Events: vpevents.utseek@gmail.com

Vice President Finance: utseek.vpfinance@gmail.com

Vice President Mentoring: utseek.mentoring@gmail.com

Course web site: Course documents will be posted on the SEEK web site, <http://www.utseek.org>, and through email. Announcements will be 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 by the first class day and given directions to be sorted into a program.

- **Fee:** A fee per mentor will be required to cover various costs associated with SEEK (reimbursing drivers, project supplies, food for general meetings, t-shirts, helping pay CIS for program costs, etc.). Mentors will turn in fees to their PO's. This fee is due by your PCL meeting. Failure to submit payment will result in being dropped from SEEK.
- **Background check (2 forms):** A criminal background check and volunteer form will need to be signed and filled out by the 12th day of class in order to participate in this program.

Orientation: All new mentors accepted to SEEK are required to attend a New Mentor Orientation administered by the Community in Schools organization (first general meeting). No mentor will be allowed to participate in the program until he or she completes this orientation.

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. If you cannot make a SEEK time due to an emergency, an email notification of the reason must be sent to your PO as soon as possible. A doctor's note or proof of interview must be provided in those cases. Missing a session to study for an exam is not excusable. Phone usage is not permissible unless used for the project of the week.

Journals: Students in E S 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. If you have done SEEK previously before, it is considered academic dishonesty if you use the same journal from a previous semester. Late assignments are not accepted.

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 at the end of the week of UT Tours for mentors and by the weekend 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, Cedars, KIPP, 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 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. SEEK will provide enough volunteer events so that everyone can complete their commitment. If there are not enough events for all who need to do their commitment at the end of the semester, nothing can be done. **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 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 at least 24 hours before the event. Failure to notify VP events will result in -5 pts.*

Grading: SEEK is an attendance and participation-based class. Every mentor is required to attend their section of SEEK every week and submit a journal 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 by letter without a plus/minus (i.e. 91-100+ is an A, 81-90 is a B, 71-80 is a C, etc.)

A SEEK member's grade starts at a full 100, and the following deductions and additions are applied when the associated event occurs.

- -10 for missing a SEEK session (-5 for absence and -5 for undoable journal)
- -5 for a missing/insufficient journal by your next SEEK meeting (no make-ups)
- -15 for no volunteer activity by the end of the semester
- -5 for not notifying the VP Events via email about being unable to attend an event one signed up for within 24 hours
- -5 for other merit violations
- -5 for missing an officer meeting without acceptable prior notification (ES360 only)
- -5 for late gradebook update (ES360 only)
- -5 for missing mandatory first GM
- +5 per GM attendance (n/a to first mandatory GM)

- +10 per extra volunteering event (capped at two extra events)
- -20 for missing final report
- Driving remains the same (extra credit or reimbursement for further schools)
- -10 for not helping on UT visit (unless extenuating circumstances)

*Final reports are considered late if they are submitted after the last day of classes.

Any late assignment will not be accepted.

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

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 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.**