

E S 260/360: Service Learning for Engineers

Fall 2018

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

VP Administration: vpadm.utseek@gmail.com

VP Corporate: utseek.vpcorp@gmail.com

VP Events: vpevents.utseek@gmail.com

VP Finance: utseek.vpfinance@gmail.com

VP Mentoring: utseek.mentoring@gmail.com

Course web site: <http://www.utseek.org>

Course documents will be posted on Canvas, the SEEK web site, and sent through email.

Announcements will be through email. Grades will be updated 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 their school assignment.

- **Program Fee:** A \$15 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 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 completed by the 12th day of class to participate in this program. These documents can be found at the following links:

Application: <http://bttr.im/4xjrg>

Background Check: https://truehire.secure-screening.net/escreening/OApp_LoginEntrance.asp?mode=direct&code=007381

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. This training will be held on Friday, September 7th, 2018 (3:30-4:30).

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 during SEEK sessions 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 improving or developing?
(i.e. communication, thought process, participation, etc.)
4. Suggestions for improving lecture/demonstration or workshop

General Meetings: All SEEK members must attend at least one general meeting. Any additional general meetings will count as extra credit as dictated by the grading scheme below. New members must attend one general meeting in addition to the new mentor orientation administered by the Community in Schools organization.

General meetings this semester will be held on:

Friday, September 14th (3:30-4:30)

Wednesday, October 10th (TBD)

Wednesday, November 7th (TBD)

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 by UT Tours (Dec. 1, 2018) for mentors/execs and by the last class day (Dec. 10, 2018) for POs. Each mentor/officer must turn in a final report survey. Poor quality final report surveys will not be accepted.

Driver Credit/Reimbursement: Mentors who volunteer as drivers for their schools will receive 1 point of extra credit each week they drive. Alternatively, mentors who offer to drive other mentors to Perez Elementary and Mendez Middle School 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 sent out by VP Events, 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 volunteer events are NOT accepted to fulfill this requirement. 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. Grade cutoffs are as follows:

A	B	C	D	F
91-100	81-90	71-80	61-70	0-60

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

Penalties— SEEK visits	Grade Deduction
Late/no submission of SEEK final report survey	-20
Missing a SEEK Session (-5 for absence and -5 for undoable journal)	-10
Missing UT Tours	-10
Journal insufficient/not submitted on time	-5
Other merit violations	-5
Missing mandatory general meeting	-5
Penalties— Volunteering Events	
Missing 2-hr volunteering event	-15
Not notifying VP Events about missing an event >24 hours in advance	-5
Penalties— (ES 360 ONLY)	
Missing officer meeting with acceptable, prior notification	-5
Late gradebook update	-5
Extra Credit	Grade Credit
Extra general meeting attendance (n/a to first GM)	+5
Extra volunteering event (capped at 2 extra events)	+10
Driving	See above section

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, 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.

Schedule of Events

Date	Time	Event
9/4 – 9/7		PCL Meetings
9/7	3:30-4:30	New Mentor Orientation
9/10 – 9/13		PM Meetings
9/14	3:30-4:30	GM 1
9/17 – 9/20		Ice Breakers
9/24 – 9/27		Roller Coasters
10/1 – 10/4		Robotic Hand
10/8 – 10/11		BrushBots, Magnetic Fans
10/10	TBD	GM 2
10/15 – 10/18		Bottle Rockets
10/22 – 10/25		Play-doh Circuits, Newton's Cradle
10/29 – 11/1		Magnetic Slime
11/5 – 11/8		Catapults
11/7	TBD	GM 3
11/12 – 11/15		Ice Cream
11/19 – 11/23		Austin ISD Thanksgiving Holiday
12/1	TBD	UT Tours
12/1		Final Report Due (Mentors + Execs)
12/10		Final Report Due (PO's)