



Southern Arkansas University Tech  
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[www.sautech.edu](http://www.sautech.edu)

## ONLINE COURSE INFORMATION SHEET

**Course Number:** SWK2053

**Course Title:** Community Service Learning Experience

**Course Description:** This course provides the first experience the social work student has with the world of internships volunteering and interacting with the community through volunteer service in local agencies. This course requires no pre-requisites and it is a transfer course to Southern Arkansas University's social work program. Students will be engaged in volunteer service at community agencies as an integral part of the course and will discuss, journal, and share their experiences with each other and the instructor. The service learning component is a method of learning that incorporates academic work with community service. Students learn to apply the knowledge they learn in the academic part of the course to real life situations and interactions.

**Instructor:** Kimberly Coker

**Instructor Bio:** Full-Time SAU Tech Director of Communications, Public Relations and Grants- Master of Science in Clinical Counseling.

**Prerequisite:** None

**Textbook Information:** Reaching out to Children and Families: Students Model Effective Community Service by Michelle R. Dunlap. **This is an ebook and will be available inside your course.**

### Learning Outcomes & Course Objectives:

Students will:

- (1) become aware of how their personal needs and beliefs may influence a helping relationship.
- (2) distinguish between being a "friend" and a "helper."
- (3) identify some of the core qualities of an effective helping relationship.
- (4) understand and respect the need for confidentiality of people with whom you work and of the social service agency or placement.
- (5) gain a beginning overview of social services offered in the community.
- (6) have the opportunity to develop a relationship with someone from a different back ground or situation (ie., different class, culture, ethnicity, sexual orientation).
- (7) develop a beginning style in helping that focuses on one's strengths.
- (8) have a beginning understanding of the guidelines in the NASW Code of Ethics.
- (9) actively participate in discussions with instructor and classmates so as to better understand one's relationship to professional helping.
- (10) demonstrate use of supervision in the acquisition of helping skills and procedures as a member of an agency or organization.

**On-Campus Requirement:** There is no final exam for this course, however the internship requirement is 50% of the total grade for the course.

**Modes of Interaction:** This course is web-based and community-based. Part of the learning process takes place during the time the student spends at their community placement site. The web-based interaction takes place through Blackboard emails, discussions, journal entries, etc.

**Methods of Assessment:** Blackboard exams, discussion, journal entries, internship hours and documentation.

**Enrollment Procedures**

SAU Tech is an open admissions college; however, we have several items that you must provide in order to be admitted:

- Submit application for admission.
- Submit a high school transcript or GED, and official college transcripts from all previously attended colleges (if applicable).
- Provide proof of two immunizations against measles, mumps and rubella.
- Take a placement test. Students enrolling must submit ACT, SAT, ASSET or COMPASS scores. Students can take the ASSET or COMPASS test at SAU Tech.

Students are responsible for all tuition and fees at the time of registration. Students must officially drop by written notice or in person in order to reduce their balance owed. If students never attend class, he/she will still be assessed partial tuition and full student processing fees, unless he/she completely withdraws during the 100% refund period.

In order for a student to drop a class, he/she must complete a drop form or send written request to his/her advisor. A \$10 drop fee is assessed for drops that take place after the registration period ends.

**Admissions Office Website**

<http://www.sautech.edu/studentResources/admissions.aspx>

**Course Registration Website**

<http://www.sautech.edu/studentResources/advising.aspx>

**Technical Requirements and Resources**

Students will need Internet access and have the ability to send and receive e-mail attachments using the e-mail within Blackboard.

**Library Website**

<http://www.sautech.edu/studentResources/library.aspx>

**Bookstore Website**

<http://sautech.textbooktech.com>

**Adult Learner Resources**

Online library and bookstore services can be obtained at the library and bookstore websites. Advising services can be obtained at <http://www.sautech.edu/studentResources/advising.aspx>.

**Student Support and Learning Resources**

Online library and bookstore services can be obtained at the library and bookstore websites. Advising services can be obtained at <http://www.sautech.edu/studentResources/advising.aspx>.

**Other Considerations**

Prior computer skills are essential for success in an online class. Prior to enrolling in an online class, you should be able to:

- Surf the Internet and download web pages
- E-mail and attach files and know proper e-mail etiquette
- Use Microsoft Word skills and submit papers with correct format, grammar and spelling

All first time online students are required to complete Learning Strategies before they will be allowed to take their online course(s). The purpose of Learning Strategies is to teach students how to use Blackboard and provide information about other systems that students will use while a student at SAU Tech.

There are computer programs and other things that you will need if you are taking an online course from SAU Tech. To make it easier for you, we have compiled a list of these things. Before beginning your online course, you should go ahead and make sure each of these programs listed below are loaded on every computer that you will use while taking your online course(s).

- Microsoft Word – used to complete assignments and submit to instructor
  - Can be accessed via SkyDrive inside your student email account. **FREE**
  - Can be purchased from Wal Mart or other software vendor and will need to be loaded on to your computer
  - There is also a **free** product that works just as good as the Microsoft Office Suite. You can

- download it at <http://download.openoffice.fm/free/?pk=26976>
- Respondus LockDown Browser – used to take exams in Blackboard
    - Cost: Free
    - Can be downloaded to your computer from [http://www.sautech.edu/docs/ldb\\_instructions.pdf](http://www.sautech.edu/docs/ldb_instructions.pdf)
      - *Note: Not compatible with Linux operating system. Must have Windows XP, 2000, ME or 98 operating system for personal computers or OS X 10.3.9 or higher and Safari browser for Macintosh.*
  - Adobe Reader 7.0 or higher – used to read files in pdf format
    - Cost: Free
    - Can be downloaded to your computer from <http://www.adobe.com/products/acrobat/readstep2.html>
  - Adobe Flash Player (7 or higher) – used to view study activities and demonstrations in Learning Strategies course
    - Cost: Free
    - Can be downloaded to your computer from [http://www.adobe.com/shockwave/download/download.cgi?P1\\_Prod\\_Version=ShockwaveFlash](http://www.adobe.com/shockwave/download/download.cgi?P1_Prod_Version=ShockwaveFlash)
  - Macromedia Shockwave Player 8.5.1 – used for interactive quizzes, animations and activities
    - Cost: Free
    - Can be downloaded to your computer from <http://www.macromedia.com/shockwave/download/download.cgi?>
  - Windows Media Player – used to listen play audio files
    - Cost: Free
    - Comes as part of your Windows operating system
  - Java – a technology that is required in order for Blackboard to function properly as well as some other programs that SAU Tech uses with its online classes (**Note: Only one version of Java can be running on your computer at a time.**)
    - Cost: Free
    - Can be downloaded to your computer from <http://javashoplm.sun.com/ECom/docs/Welcome.jsp?StoreId=22&PartDetailId=jre->