**Communities of Practice Syllabus (CAS 2920)**

**COP NAME**

Fall 2023

**Instructor Name:**

**Email / phone**: *(or best way to contact you)*

**Office Hours:***(can be standard or by appointment. Billings is available for you to use.)*

**Course Meeting Pattern:** *(e.g. T/R 10:05-11:20)*

**Modality**: In-person with assignments and weekly site logs on Bb. Internship will be hybrid with some in-person and some online work expected.

# Course Description:

The Communities of Practice program enables students to explore community spaces and identify opportunities for civic engagement within their chosen fields while having their work make a positive impact to community partners. Liberal arts students will practice and utilize competencies developed in their academic program (intercultural fluency, ethical reasoning, critical thinking, applied data interpretation, innovation, teamwork, and communication) via collaboration with community partners in various ways: research, discrete project, traditional internship, etc.

*Insert your course-specific description here—consider using the wording on the* [*website*](https://www.uvm.edu/cas/communities-practice-mentored-internships) *for your COP as a jumping-off point since students enrolled in this course with it in mind. Typically, this section includes: the purpose of the course, main concepts/knowledge areas to be developed, how the course will be structured (weekly meetings online assignments with hours completed for internship).*

## Course Learning Objectives:

By the end of this course, successful students should be able to…

* (REFLECTIVE LEARNING)
	+ *Critically reflect on my social identity and the implications for my positionality as it relates to \_\_\_\_\_\_\_\_\_\_field*
	+ *Successfully utilize critical observation and self-reflection skills to examine field experiences.*
* (FOUNDATIONAL KNOWLEDGE)
	+ *Apply basic foundational knowledge to the issues or tasks at hand.*
* (APPLICATION)
	+ *Demonstrate personal and professional skills and competencies such as engaging diversity, giving and receiving feedback, interpersonal competencies, ethical practice, and personal and professional responsibility.*
* (INTEGRATION)
	+ *Explain and discuss contemporary issues in \_\_\_\_\_*
	+ *Craft a well-researched annotated bibliography to learn about your topic more deeply by investigating the best available research.*
* (VALUES DIMENSION)
	+ *Conduct inquiry and research in an area of* mutual *need/interest (as determined by the partner and student) demonstrating proficiency with data collection and analysis.*
	+ *Evaluate personal attitudes and approaches to working with diverse communities and examine the impact of internships on communities.*
* (SELF+OTHERS)
	+ *Apply asset-based (strengths-based) perspectives to real-world scenarios in the field.*
	+ *Participate meaningfully in our community of learners.*

*More examples:*

* *Gain an understanding of professional practice in fields of future career interest and work settings.*
* *Use a systems-thinking perspective to \_\_\_\_\_\_*
* *Examine the systems, contexts and communities in which…*
* *Recognize equity issues within the field*

*Non-measurable Course Aspirations*

* *Participate effectively as a citizen of our local communities by observing, engaging, and dialoguing.*
* *Develop relationships and learn about the cultural context of your setting*
* *Experience intrinsic rewards such as increased self-confidence, and give back to the community.*
* *Build relationships with individuals and communities and network with and learn from professionals.*

*Learning objectives clearly state what skills or knowledge students should have mastered upon completion of the course. Generally speaking, they focus on the main concepts covered in the class and how those concepts can be applied. They should be measurable, specific, observable, relevant, achievable, and timely. However, you may choose to include LOs that you don’t assess but that you hold as values of the course (empathy, humility, understanding what you don’t know, or personal transformations we want for our students).* [*Read more about learning objectives.*](https://www.uvm.edu/ctl/learning-objectives/)

*If applicable, faculty may indicate in this section professional standards for their field that align with course objectives.*

*LOs can also be great backup for you when a student has an issue with the course content or internship match they receive—bringing them back to the LOs and explaining why their placement meets the LOs can help reframe their experience. They are here to develop skills and learn about a field—even if it’s not EXACTLY what they want for their future.*

## Pedagogy:

*You may choose to describe the types of teaching/learning experiences in the course. This information may also be incorporated in your Course Description.*

# Course Expectations:

**Attendance:** It is expected that you attend all class sessions and complete at least 100 hours of work for your internship site. This is what our community partners are expecting—and what is designed to give you the best experience possible.

**Required platforms & software:** *State how Brightspace and Teams will be used – or if there are other platforms that you will require students to use. It is standard that written assignments are submitted via Brightspace.*

**Grading Criteria & Policies:**

* *Grade components (percentages or point values for different types of graded work). This is completely up to you and will rely on the types of work you assign – readings, writing, reflection, portfolio, etc. The only* required *assignments are already inserted into the course schedule below, however, it is up to you and the rest of your course requirements how many points those assignments are worth.*
* *Late policy and any other grading policies (e.g., letter grade ranges; exam curving)*
* *Grading schema (how numerical grade averages translate to letter grades). Feel free to insert UVM’s schema found here:* [*https://www.uvm.edu/registrar/grades*](https://www.uvm.edu/registrar/grades)

**Hours**: You should expect to complete at least 100 hours working for your internship site/on your community-based project. You are expected to enter your hours worked at your internship on Brightspace.

**Required in-person time:** You are required to visit your internship site in-person (if they still retain a physical location) at least 3x during the semester. If your internship site is totally remote, try to meet up with your supervisor/a few co-workers instead. In-person time is invaluable to your professional development and will do a lot toward creating a positive impression of you in the minds of your colleagues.

**Absences:** If you are missing class time, you must communicate with me.If you are missing planned in-person time with your community partner, you must arrange this with your supervisor and any time missed should be made-up at another time during the semester.

**Dress code: This is a professional experience.** Always dress a notch above what you think is expected. That courtesy will say much about the respect you have for the workplace and your colleagues.

# Course Policies

**Absences due to Illness:**

If you will not be able to attend in-person classes for qualifying health reasons, Student Health Services (SHS) will send a notification to the appropriate student services office or designated staff member informing them of this along with the dates the student is unable to attend—this is why it is important to notify SHS if you test positive for COVID-19, or have another health condition that will affect your attendance/completion of your work.

The SHS notification will specify whether the request for flexibility is only around in-person class attendance or includes additional flexibility for assignments and tests because the student is too ill to participate. Students are responsible for working with their faculty to make up class content and work they miss due to a documented illness.

**COVID:** It is essential for us, as ambassadors of UVM and guests in community spaces, to help keep our colleagues and community safe. Remember that you are a representative of UVM while you are at your internship site. As such, you are required to follow all current [UVM COVID-19 guidelines.](https://www.uvm.edu/health/what-students-need-know-about-covid-19)

Your internship site may ask for a copy of your vaccination card and may require additional COVID guidelines to be followed—if you have questions or concerns about this, please let me know.

If you test positive for COVID you are responsible for…

* Notifying Student Health Services (this has the added benefit of documenting your illness for missed academic work, see above).
* Notifying your internship site. Please note that your internship site may have specific instructions or requirements for notifying them of a positive test.
* Following current UVM isolation guidelines re: isolation and quarantine ([*more detail here*).](https://www.uvm.edu/health/what-students-need-know-about-covid-19) Do not return to class or your internship site until all UVM instructions have been completed. Your program or internship site may have additional requirements that must be met before returning to their location. Please work with your internship supervisor to obtain clearance for your return.
* Working with your course instructor to make up any missed coursework.

# Important UVM Policies

* **Academic Integrity:** The [Academic Integrity policy](https://www.uvm.edu/policies/student/acadintegrity.pdf) addresses plagiarism, fabrication, collusion, and cheating.
* **Code of Student Conduct:** [UVM’s Code of Student Conduct](http://www.uvm.edu/policies/student/studentcode.pdf) outlines conduct expectations as well as students’ rights and responsibilities.
* **FERPA Rights Disclosure:** The purpose of UVM’s [FERPA Rights Disclosure](http://catalogue.uvm.edu/undergraduate/academicinfo/ferparightsdisclosure/) is to communicate the rights of students regarding access to, and privacy of their student educational records as provided for in the Family Educational Rights and Privacy Act (FERPA) of 1974.
* **Grading:** [This link](https://www.uvm.edu/registrar/grades) offers information on grading and GPA calculation. If you would like to contest a grade, please follow the procedures [outlined in this policy](https://www.uvm.edu/policies/student/gradeappeals.pdf).
* **Religious Holidays:** Students have the right to practice the religion of their choice. If you need to miss class to observe a religious holiday, please submit the dates of your absence to me in writing by the end of the second full week of classes. You will be permitted to make up work within a mutually agreed-upon time. The complete policy is [here](https://www.uvm.edu/registrar/religious-holidays). Please work with your internship site to ensure that you are also excused from internship work when needed.

**Statement on Alcohol and Cannabis in the Academic Environment:**

As a faculty member, I want you to get the most you can out of this course. You play a crucial role in your education and in your readiness to learn and fully engage with the course material. It is important to note that alcohol and cannabis have no place in an academic environment. They can seriously impair your ability to learn and retain information not only in the moment you may be using, but up to 48 hours or more afterwards. In addition, alcohol and cannabis can:

* Cause issues with attention, memory and concentration
* Negatively impact the quality of how information is processed and ultimately stored
* Affect sleep patterns, which interferes with long-term memory formation

 It is my expectation that you will do everything you can to optimize your learning and to fully participate in this course.