



- Develop a proposal to address an unmet need
- Write a literature review that critically evaluates the issues confronting a volunteer agency.
- Effectively communicate project outcomes in oral and/or poster presentation format.
- Describe how a project has enhanced personal knowledge of civic and ethical responsibility, as well as sensitivity to cultural diversity and social justice in the community.
- Describe how a project has fostered a critical self-reflection of personal identity and sense of vocation.

**Prerequisites:** You must be placed with an agency in order to obtain permission to register.

**Time commitment:** The expectation is 4 hours per week for each credit hour enrolled. This includes travel time, time spent at home or the library working on your project. Students should follow the operating calendar of the agency that they serve. If a community partner is performing normal operations on a day that conflicts with a student’s personal schedule (or UC’s schedule), the student is expected to serve on that day (or to negotiate with the agency to make up the time in a mutually agreeable way).

**Academic integrity:** The University Rules, including the Student Code of Conduct, and other documented policies of the department, college, and university related to academic integrity will be enforced.

**Special accommodations:** If a student requires a special accommodation they should contact the course director in advance so that an appropriate placement can be made.

**Pass/fail option, audit policy, and withdrawal policy:** There are no pass/fail or audit options for this class. Withdrawal procedures follow U.C. guidelines.

## Grading

Weekly reflection assignments	20%
Written progress report (Fall) Written final report and poster presentation (Spring)	20%
Community partner evaluation of student performance	60%

A	94-100	B+	87-89	C+	77-79	D+	67-69	F	0-59
A-	90-93	B	84-86	C	74-76	D	64-66		
		B-	80-83	C-	70-73	D-	60-63		

## General information about what to expect during the course

- **Online assignments.** Each week will have an online assignment that challenges you to think in depth about the mission and operations of your agency. They are due by the following Sunday at midnight and there is a 50% penalty for late submission.
- **Brainstorming sessions (in-class).** We have found that students appreciate brainstorming sessions where they can talk about problems at their agencies and troubleshoot solutions. For this reason, we have reserved Mondays from 4:00-4:55 pm. The sessions highlighted in yellow are group activities and attendance is encouraged, but not mandatory. When we don’t meet in person, I will be available on Mondays at 4pm via webex to facilitate regular communication about any unexpected problems that may arise (the link is on the canvas homepage). This is also optional, so if nobody is present within the first 5 mins, I will assume you are good to go!

- **Agency activities (in-person and remote).** Work on-site is to be arranged by the student in consultation with their supervisor, keeping in mind that a backup plan for remote activities must be in place before the end of the first week in the semester. Your work at the agency will involve two components:
  - **Routine weekly community service.** This includes any activity that you do on a regular basis to assist the agency. For example, tutoring students, making phone calls, delivering food, mailing brochures, trash cleanup.
  - **Individual project.** This is something that you develop in consultation with your supervisor. You will submit a written progress report on this at the end of fall semester and a final written report and poster presentation of outcome at the end of spring semester. These projects vary tremendously depending on the type of agency. For example, the project could be promotional (generating brochures, social media, educational videos), educational (writing detailed literature reviews to assist the agency staff, generating a syllabus for training/education, or brochures), informational (writing questionnaires to determine awareness or knowledge of a subject), or quantitative (analyzing data to understand why something occurs), or even financial (fund raising with defined goals). The common feature is that all projects share the goal of generating something that didn't exist before.

## Fall semester schedule (MEDS 5050)

In-class sessions are in yellow. Only the first is required attendance

WEEK	DATE	ASSIGNMENT
1	M 08-23	In-class meeting - welcome Assign 1
2	M 08-30	Assign 2
3	M 09-06	LABOR DAY
4	M 09-13	Assign 3
5	M 09-20	Assign 4 In-class meeting – abstract review
6	M 09-27	Assign 5
7	M 10-04	Assign 6 Project brainstorming
8	M 10-11	FALL READING DAYS 10/11 AND 10/12
9	M 10-18	Assign 7
10	M 10-25	Assign 8
11	M 11-01	Assign 9
12	M 11-08	Assign 10
13	M 11-15	Assign 11
14	M 11-22	Assign 12
15	M 11-29	Final due date for progress report

## Spring semester syllabus (5051)

Spring semester focuses on outcome analysis and data presentation. To assist you with this, we will take a scaffolding approach to progressively build your final written report/poster so that all you have to do is assemble the components at the end of the semester and make a few final edits. A suggested template is outlined at the end of this syllabus.

WEEK	DATE	ASSIGNMENT (weekly, uploaded to Canvas)
1		Welcome back
2		Assign 1: weekly community service responsibilities.
3		Project brainstorming – in class
4		Assign 2: aims and approach
5		
6		Assign 3: background and significance
7		Project brainstorming – in class
8		Assign 4: project results and outcome
9		
10		Assign 5: project limitations/future directions
11		Assign 6: Submit draft of complete written report for peer review
12		Assign 7: volunteer marketing flyer
13		Assign 8: Peer review response returned
14		FINAL WRITTEN REPORT DUE
15		FINAL POSTER PRESENTATION

# Guidelines for the preparation of written and oral/poster presentations.

Your written progress report will be in the following 3 sections:

## Part I: Community service responsibilities

1. Name of your agency:
2. Mission of your agency:
3. Routine community service:
  - o List the routine duties that you performed at the agency that were not part of your individual project. This can be a bulleted list, as long as there is sufficient explanation of what the activities entailed.

## Part II. Individual project

A suggested template for the written project is below. This applies to both the end of fall semester project report and the end of spring semester final written report. However, the progress report can be shorter (1-2 pages). The number of suggested pages are for double spacing and can be adjusted, depending on what it takes to tell you story.

1. **Title page.**
  - a. Project title: provide a title that summarizes your project. Examples:
    - i. MYCincinnati's Shift to Online Instruction: A Brief on Attaining Equity in Educational Technology
    - ii. Development of a Website for the University of Cincinnati Student-Run Free Clinic
    - iii. Educating Volunteer-Interns on Social Determinants of Health and Health Disparities that Affect Patients at Crossroad Health Center
  - b. Student name:
  - c. Agency name
  - d. Supervisor name:
2. **Abstract** (250 words or less). Abstracts are a condensed summary of a project that allows a reader to get the idea of a project's goal and outcome, without reading the entire document. You will write two abstracts: at the beginning of the semester you will write a proposal abstract that outlines what you plan to do (i.e you will use the future tense and talk about "anticipated outcome" instead of "results". At the end of the semester the abstract will be modified based on outcome and you will include the abstract at the beginning of your written report (like a journal article).
3. **Background/significance** (3-5 pages, with at least 25 references from the primary literature): Using your literature search that you did early in the semester as a foundation, write a literature review that provides the reader with a background into the issues that confront your agency. For example, if the agency focuses on addiction, you need to explain:
  - What defines addiction? What types of substance abuse does your agency deal with?
  - What is the problem of addiction from a 'big picture' perspective (ie nationally, or worldwide)?
  - What is the scope of the problem locally?
  - Why does this problem exist (i.e. what are the economic or societal factors that contribute to this situation?)
  - What solutions are needed? – this last section on what solutions are needed should lead the reader directly into the next section (your project aims). i.e. your project aims should help to address a small part of what you have stated to be an important need.
4. **Project aims** (1/2 page): List 1-3 aims that you pursued during the semester. Use strong verbs that can be linked to clear outcomes. For example: "create, design, assemble, select, determine, apply, demonstrate, calculate, explain, write etc". Avoid vague language such as "know, appreciate, hope, understand, appreciate, etc".

Example: X% of the Cincinnati population are illiterate. The purpose of this study is to improve the reading skills of clients at the Cincinnati Literacy Network by accomplishing the following aims:  
Aim 1: Develop a learning strategy to increase the ability of illiterate adults to read X  
Aim 2: Implement a learning strategy to increase the ability of illiterate adults to read Y.

5. **Approach** (1-2 pages): What methods did you use to accomplish each aim? For example, if it involved meeting with people, indicate clearly the nature and scope of those interactions and what your role was. Did the project involve statistical analysis? If so, what kind?
6. **Results** (2-3 pages)  
Describe the final outcome. Indicate what objective criteria you used to conclude that the project was a success or not. If the project was not a success, explain why you think it did not work. If the project had to be changed along the way that is ok, just explain why and how it was changed. Example: All 10 clients were tested by the National Center for Adult Literacy to determine their level at the start of the semester. At the conclusion of the training, each client was tested again and 9 of the 10 clients succeeded in improving by one level
7. **Obstacles & limitations:** Describe any obstacles you met along the way and how they limited your project.
8. **Future directions:** What should be done by the next student who chooses to follow up on your project?
9. **Skills developed.** Describe the hard or soft skills that you developed as a consequence of this experience. A hard skill is technical in nature, like web design or surgery. A soft skill is related to interpersonal skills that predict how you may fit into a workplace environment. Employers highly value soft skills and they look for evidence of this in job applicants. Soft skills fall into categories like communication, self-motivation, leadership, responsibility, teamwork, problem solving, decisiveness, working under pressure/time management, flexibility, and conflict resolution. [soft skills in health care link](#). It is important to take the time to think about what your soft skills are now, and specifically how your experiences have shaped them, so that you can easily talk about this during future interviews.
10. **References.** Aim for at least 25 references

**Note regarding individual projects that involve literature reviews for the agency:** Some of you may be tasked by your agency to write a literature review as part of your individual project. The goal of this is to take advantage of the extensive UC library resources that are not available to the agency in order to provide a comprehensive literature review that will be of use to agency staff. This is distinct from the final written report.

### **Part III. Marketing brochure for future recruitment to your agency (end of spring semester only).**

We often hear from students and their supervisors that the agency would benefit from having a continual flow of volunteers to promote continuity of a project or a service after a student departs. To assist with this, you will be asked to upload a separate "poster flyer" (no more than one page) that can be used to highlight recruit other students who might be interested in your agency. This flyer should include the following:

- The title of your agency.
- A brief overview of the agency mission.
- A "job description" that describes what volunteers do at the agency. This would include any routine weekly duties, as well as any current or future individual projects that your supervisor would like to see accomplished. For example, it could be a continuation of something that you set up.
- A photo that captures some aspect of the agency. Note: the identity of minors must be kept anonymous (ie, use photos from the back of the classroom).
- A marketing statement that would attract the interest of the type of student you would like to see recruited to your agency. For e.g. "If you like working with children..."

### **Guidelines for the final poster presentation (if applicable)**

Use the same sections described above for the final written report, condensing them into the format of a poster. The challenge is to be very clear and concise in order to convey the goals and outcome of the project to an audience of peers and faculty.