Volunteerism not only benefits a community; it can broaden the worldview of the volunteer. Students who give their time and energy to a particular cause, gain an opportunity to reflect on the value of the volunteer in contemporary society. Through research and discussion, students consider different types of volunteer settings, trace the history of volunteer organizations, examine the various roles volunteers play within society and reflect on ethical issues.

This course contributes to your program by helping you achieve the following Essential Employability Skills:

- **EES 1**: Communicate clearly, concisely and correctly in the written, spoken and visual form that fulfills the purpose and meets the needs of the audience. (A,)
- **EES 7**: Analyze, evaluate and apply relevant information from a variety of sources. (A,)
- **EES 9**: Interact with others in groups or teams in ways that contribute to effective working relationships and the achievement of goals. (A,)
- **EES 10**: Manage the use of time and other resources to complete projects. (A,)

This is a General Education course that supports learning in the following theme area(s): Civic Life

**Course Learning Requirements/Embedded Knowledge and Skills**
When you have earned credit for this course, you will have demonstrated the ability to:

1.) Demonstrate ability to establish and maintain volunteer service with a particular agency.
   conduct research on and evaluate one’s suitability for a particular volunteer agency
   initiate contact and interview with that agency
   perform volunteer service with the chosen agency both independently and under supervision

2.) Research and develop a comprehensive understanding of the history, organization, ethical guidelines and goals of a particular volunteer service agency.
   understand an agency's history, clientele and the services the agency provides
   assess the community's changing needs for these particular services
   develop a client-centered understanding of the agency's services through interviews and interaction
   understand and evaluate the ethical guidelines of particular agencies as well as the need for ethical boundaries, client and volunteer safety, and the potential conflict with personal morals.

3.) Recognize and articulate the value of and need for volunteering within the community.
   articulate the benefits of hands-on experience volunteering for the community
   reflect upon and articulate the challenges and rewards of volunteering

4.) Compare the experiences of volunteers at other agencies with one's own for a broader perspective of the volunteer community.
   understand volunteer services from a wider perspective through shared experiences

Evaluation/Earning Credit

The following list provides evidence of this course’s learning achievements and the outcomes they validate:

Discussion Forum (40%)

Validates Outcomes: CLR 1, CLR 2, CLR 3, CLR 4, EES 1, EES 7, EES 9, EES 10

Written Assignment(s) (30%)

Validates Outcomes: CLR 1, CLR 2, CLR 3, CLR 4, EES 1, EES 7, EES 10

Written Assignment(s) (30%)

Validates Outcomes: CLR 2, CLR 3, CLR 4, EES 1, EES 10
Students are expected to meet evaluation and completion deadlines as stated in course outline and course section information documents. In circumstances where evaluation and/or completion deadlines are missed or student performance has been affected by a temporary or permanent disability (including mental health), interim or retroactive accommodations may be considered. In such instances, please consult your course faculty member. For other situations where deferral of evaluations may be warranted, please refer to college policy AA21.

Learning Resources

Some volunteer agency contacts are listed on the Blackboard site for this course.
TedTalks
Volunteer agency home pages

Learning Activities

Independent research
Practical volunteer experience
Personal reflection
On-line discussion with classmates and professor

Prior Learning Assessment and Recognition

Students who wish to apply for prior learning assessment and recognition (PLAR) need to demonstrate competency at a post-secondary level in all of the course learning requirements outlined above. Evidence of learning achievement for PLAR candidates includes:
- Other: Please contact Course Developer Dana Lennox ext 7065 for more information.
- Portfolio

Grade Scheme

<table>
<thead>
<tr>
<th>Final Grade</th>
<th>Mark Equivalent</th>
<th>Numeric Value</th>
<th>Final Grade</th>
<th>Mark Equivalent</th>
<th>Numeric Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>90% - 100%</td>
<td>4.0</td>
<td>A</td>
<td>85% - 89%</td>
<td>3.8</td>
</tr>
<tr>
<td>A-</td>
<td>80% - 84%</td>
<td>3.6</td>
<td>B+</td>
<td>77% - 79%</td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>73% - 76%</td>
<td>3.0</td>
<td>B-</td>
<td>70% - 72%</td>
<td>2.7</td>
</tr>
<tr>
<td>C+</td>
<td>67% - 69%</td>
<td>2.3</td>
<td>C</td>
<td>63% - 66%</td>
<td>2.0</td>
</tr>
<tr>
<td>C-</td>
<td>60% - 62%</td>
<td>1.7</td>
<td>D+</td>
<td>57% - 59%</td>
<td>1.4</td>
</tr>
</tbody>
</table>
Students are required to respect the confidentiality of employer, client and/or patient information, interactions, and practices that occur either on Algonquin College premises, or at an affiliated clinical/field/co-op placement site. Concerns regarding clients, patients, and/or employer practices are to be brought to the attention of the program coordinator, or designated field/clinical/co-op placement supervisor so that they may be resolved collaboratively. Such concerns are not to be raised publically either verbally, in writing, or in electronic forums. These matters are to be addressed through established program communication pathways.

Course Related Information

40 hours of volunteer work is required for this course
The volunteer organization has to be approved by the professor

Department Related Information

STUDENT SUCCESS SPECIALIST
The Faculty Student Success Specialist is Karen Gendron in room P112. Karen may also be reached at telephone extension 7558 or by e-mail at gendrok@algonquincollege.com

ALGONQUIN COLLEGE - CODE OF CONDUCT
All members of the Algonquin Community will undertake to:

1. Conduct themselves in a manner which respects and promotes the dignity of others, and interact with others in the community in a spirit of cooperation, goodwill and mutual respect.

2. Conduct themselves in an honest and ethical manner, refraining from using their position or power to exploit any other individual, refraining from misrepresenting themselves, their work or qualifications in any manner, and refraining from violence, abuse, harassment and discrimination of any kind.

3. Assist in the maintenance of good order within their environment and refrain from creating a disturbance or a disruption to activities.

The Code of Conduct applies to students and staff of Algonquin College while at all College locations and while representing or carrying out activities related to the College at any off-campus location.
CONFIDENTIALITY

Students are required to respect the confidentiality of employer, client and/or patient information, interactions, and practices that occur either on Algonquin College premises, or at an affiliated clinical/field/co-op placement site. Concerns regarding clients, patients, and/or employer practices are to be brought to the attention of the program coordinator, or designated field/clinical/co-op placement supervisor so that they may be resolved collaboratively. Such concerns are not to be raised publically either verbally, in writing, or in electronic forums. These matters are to be addressed through established program communication pathways.

College Related Information

Email
Algonquin College provides all full-time students with an e-mail account. This is the address that will be used when the College, your professors, or your fellow students communicate important information about your program or course events. It is your responsibility to ensure that you know how to send and receive e-mail using your Algonquin account and to check it regularly.

Students with Disabilities
If you are a student with a disability, you are strongly encouraged to make an appointment at the Centre for Accessible Learning to identify your needs. Ideally, this should be done within the first month of your program, so that a Letter of Accommodation (LOA) can be provided to your professors. If you are a returning student, please ensure that professors are given a copy of your LOA each semester.

Retroactive Accommodations
Students are expected to meet evaluation and completion deadlines as stated in course outline and course section information documents. In circumstances where evaluation and/or completion deadlines are missed or student performance has been affected by a temporary or permanent disability (including mental health), interim or retroactive accommodations may be considered. In such instances, please consult your course faculty member. For other situations where deferral of evaluations may be warranted, please refer to college policy AA21.

Academic Integrity & Plagiarism
Adherence to acceptable standards of academic honesty is an important aspect of the learning process at Algonquin College. Academic work submitted by a student is evaluated on the assumption that the work presented by the student is his or her own, unless designated otherwise. For further details consult Algonquin College Policies AA18: Academic Dishonesty and Discipline and AA20: Plagiarism

Student Course Feedback
It is Algonquin College’s policy to give students the opportunity to share their course experience by completing a student course feedback survey for each course they take. For further details consult Algonquin College Policy AA25: Student Course Feedback

Use of Electronic Devices in Class
With the proliferation of small, personal electronic devices used for communications and data storage, Algonquin College believes there is a need to address their use during classes and examinations. During classes, the use of such devices is disruptive and disrespectful to others. During examinations, the use of such devices may facilitate cheating. For further details consult Algonquin College Policy AA32: Use of Electronic Devices in Class

**Transfer of Credit**

It is the student’s responsibility to retain course outlines for possible future use to support applications for transfer of credit to other educational institutions.

*Note: It is the student’s responsibility to refer to the Algonquin College Policies website for the most current information at http://www.algonquincollege.com/policies/*

**Legend**

**Terms**
- ALO: Aboriginal Learning Outcome
- Apprenticeship LO: Apprenticeship Learning Outcome
- CLR: Course Learning Requirement
- DPLO: Degree Program Learning Outcome
- EES: Essential Employability Skill
- EOP: Element of Performance
- GELO: General Education Learning Outcome
- LO: Learning Outcome
- PC: Program Competency
- PLA: Prior Learning Assessment
- PLAR: Prior Learning Assessment and Recognition
- VLO: Vocational Learning Outcome

**Assessment Levels**
- T: Taught
- A: Assessed
- CP: Culminating Performance