



2019-2020
University of Kentucky
Alternative Service Breaks
Site Leader Team
Information Packet

Applications can be found [here](#).

Applications are due Friday, March 31st at 11:59 PM

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Dear Applicant –

Thank you for your interest in being a part of the University of Kentucky's Alternative Service Breaks (UK ASB) program! We are excited that you are continuing your way down the path to Active Citizenship.

In partnership with the national service organization Break Away, we do our part to connect UK students to service *and* learning opportunities across the U.S. and around the world. Whether your interest lays in health care, education, poverty, or emergency aid, and whether the community you wish to serve is local, regional, national, or even international, we have an opportunity that will match your personal passions with a community's needs. Regardless of which service immersion you choose, you are *guaranteed* to come away from your experience with new **friends**, new **knowledge**, a renewed **sense of self**, and a renewed **desire to serve**.

Being a part of the UK ASB Leadership Team, you will be serving as a Site Leader. This can be a very challenging but also very rewarding experience. It is important we emphasize that, by signing up to be on the Site Leader Team, you are enrolling in a course. This course (through the Experiential Education program) is run like a normal course in that there is an attendance policy, homework is given, expectations must be met, and a grade is given at the end of the semester.

Throughout your time in our course, you will receive training on a wide variety of topics to help you become the best Site Leader you can be. These trainings will include, but are not limited to, social justice, diversity, conflict management, communication style, and leadership style. Both semesters will also include trainings on UK ASB-specific items like leading reflection and cultural sensitivity.

More information about the roles and responsibilities of being a Site Leader can be found on the following pages. Please be sure to read this document in its entirety before applying. If you have any questions, do not hesitate to reach out!

Thank you for your interest, and we look forward to seeing your application!

-UK ASB Team

Application Process

Candidates are allowed to apply for any combination of Executive Team positions and/or Site Leader Team positions. To apply, fill out the application that is available on BBNvolved [here](#).

Interview Process

Completion of the application process for a position does not guarantee a candidate an interview. Candidates selected to be interviewed will be contacted to schedule an interview. It is the candidate's responsibility to make himself or herself available for an interview and to respond promptly to attempts to schedule an interview. After your application is accepted, we will send out an email to schedule your interview for the following week. Interviews will be about 30 minutes and applicants are expected to be in business casual attire. Interviews may be individual or group style. Please check your email address that you use in this application regularly to avoid missing important information. If there is any major conflict with the interview schedule please contact Jeremiah Wayne (ukasb@ukcco.org) or Chris Ciarcia (ciarcia@uky.edu).

About the CCO

Our Mission

The mission of the UK Center for Community Outreach (UK CCO) is to serve, connect, and unite the University of Kentucky with the surrounding community in collaborative efforts to promote life-long community service.

Our History

Founded in August 2002, the UK CCO is a student-driven organization that is intended to foster the development of leaders who make a difference in their communities. Through a team of student volunteers and professional staff, programs and services are offered that will afford University of Kentucky students, faculty, and staff the opportunity to use their time and talents to serve others. The UK CCO was formed as the Student Volunteer Center (SVC) at the University of Kentucky in 2001. In 2007, the SVC changed its name to the UK Center for Community Outreach to better represent their approach to engaging students, faculty, and staff in a broad spectrum of civic activity. In May 2015, the UK CCO, along with the rest of the Student Center, moved to the third floor of Blazer Hall. In July 2018, the UK CCO, moved to the Gatton Student Center and currently resides in Room A255.

Background Information on UK ASB

Our Mission

To provide quality and fulfilling alternative breaks that mutually benefit community partners and student participants through the education of a social issue, service work requested by the host site, and student facilitated reflection.

Through the Center for Community Outreach and the national service organization Break Away, the University of Kentucky Alternative Service Breaks program connects students with service projects in communities beyond the borders of Lexington and Kentucky. We aim to provide service experiences that are educational and cultural, and to promote active citizenship among UK students, faculty, and staff.

Our Vision

A campus of socially aware student citizens seeking to make a positive impact in the global community.

Our History

In 2008, the University of Kentucky Alternative Service Breaks program was developed as a part of the national movement to involve college students in community-based service projects and to give students opportunities to learn about the complex issues faced by members of diverse communities.

The creation of “alternative breaks” was one response to increasing calls from world leaders encouraging young people to get involved and take action in their communities. They were intended to immerse students in new communities throughout the U.S. and abroad, as well as people whose experiences may be different from their own. According to Break Away, the national alternative breaks clearinghouse, “Being completely immersed into diverse environments enables participants to experience, discuss, and understand social issues in a significant way. The intensity of the experience increases the likelihood that participants will transfer the lessons learned on-site back to their own communities even after the alternative break ends.

Our Structure

UK ASB is a student-driven organization that is part of the University of Kentucky's Center for Community Outreach and Office of Student Involvement. The organization's student leadership consists of an Executive Team made up of the Director, External Relations Chair, Internal Relations Chair, Finance Chair, Public Relations Chair, and Assessment Chair. Additionally, there is a Site Leader Team, composed of two Site Leaders per trip, who do a majority of planning for their respective trips. A full-time professional advisor and part-time graduate assistant also support the program.

Our Contracts and Policies

In order to ensure that our UK ASB service immersions are safe and successful, we **REQUIRE** that all UK students, faculty, and staff who volunteer through our program understand and abide by the following contracts and policies:

Service First Contract

As our name implies, we exist primarily as a service organization. Throughout your service trip, you will have many opportunities to engage in the local community and experience a new culture and group of people. However, the primary goal of a UK ASB trip is to serve. Service can be found in a wide variety of ways, whether building a home, teaching English, feeding the homeless, or mentoring youth. In the eyes of UK ASB, no service we do is worth more than other service. Similarly, no length of service is worth more than other lengths of time. As a program, we invest much time and research to ensure that the sites we partner with will allow UK students, staff, and faculty to serve roughly 8 hours every day throughout their trip. Because you are on a service trip, you will more than likely experience conditions that you are not used to. This may include, but is not limited to, cold showers, lack of AC, lack of heat, shared rooms, and smaller meal sizes. Because UK ASB operates as a service-immersion program, it is necessary you have both parts in order to have a truly successful trip. You will spend your days serving in a community. You will also be immersed in the local culture and live in that culture for an extended period of time.

When submitting your online application, and to participate in the UK ASB program, you must agree that you have carefully read the Service First Contract, and understand commitment expected of all UK ASB volunteers.

Full Value Contract

The UK ASB program aims to provide service experiences that are educationally and personally transformative, as well as to promote active citizenship among UK students, faculty, and staff. As such, it is imperative that volunteers engage fully in all aspects of the UK ASB program, including required meetings before, during, and after their actual service trip. Being a UK ASB volunteer requires time, energy, and commitment, including participation in required meetings before, during, and after the service trip. These requirements ensure that our volunteers fulfill to the best of their ability the commitment they make to our program, to their service team, and to the community. These requirements also ensure that our program fulfills to the best of its ability the commitment we make to prepare our volunteers for safe and successful service experiences.

Because UK ASB volunteers entrust our program to provide the highest quality alternative service breaks possible, we require that all volunteers attend both pre-trip and post-trip meetings relevant to their experience. These include but are not limited to: 1) Four Pre-Trip Pre-Connect Meetings (pre-determined, inclusive of training, orientation, and education), 2) One Pre-Trip Service Project (pre-determined, related to your specific service trip), 3) Two Pre-Trip Fundraising Events (pre-determined, related to your specific service trip), and 4) One Post-Trip Re-Connect Gathering (pre-determined, inclusive of reunion and reorientation activities). During the actual service trip, we expect that volunteers fully engage in all aspects of their service trip, including service work, facilitated reflection, and group activities. Additionally, to ensure that all UK ASB volunteers enjoy a safe and successful service experience, we require that volunteers stay with the group for the duration of their service trip. All volunteers are also required to stay and move with the group, and are not allowed to arrive late, leave early, or leave the group for any reason (e.g. to visit a friend or relative). Finally, we require that all volunteers travel to and from their service destination with their group, using transportation coordinated by UK ASB.

When submitting your online application, and to participate in the UK ASB program, you must agree that you have carefully read the Full Value Contract, and to invest the time, energy, and commitment required of all UK ASB volunteers. You must agree to fulfill all requirements detailed in the Full Value Contract, in order to ensure that you and others gain full value from their service experience.

Diversity and Inclusion Contract

The University of Kentucky is committed to equal opportunity and nondiscrimination in all programs, events, and services, and does not discriminate on the basis of race, color, ethnic origin, national origin, creed, religion, political belief, sex, sexual orientation, marital status, age, veteran status, or physical or mental disability. Likewise, the UK ASB program seeks volunteers who are representative of the diverse students present at UK, and does not discriminate in accepting or accommodating volunteers on the basis of any of these factors. Diversity and inclusion are core values of UK ASB, and as such, we require that all volunteers interact in a manner befitting these core values. This means demonstrating acceptance and understanding toward others – in words and actions – including other UK students, faculty, staff, and community members at all UK ASB-sponsored meetings, events, activities, etc. In addition, as a program working to address social injustices through our work in the community, we will engage volunteers in regular discussion about issues of diversity and social justice as relevant to each service trip. We expect all UK ASB volunteers to actively engage in these discussions, and to demonstrate respect and open-mindedness toward others and their different viewpoints.

When submitting your online application, and to participate in the UK ASB program, you must agree that you have carefully read the Diversity and Inclusion Contract, to support UK's commitment to equal opportunity and nondiscrimination by contributing to a climate of mutual acceptance and understanding. You must also agree to actively participate in and contribute to discussions about diversity and social justice as relevant to your service trip, and to remain respectful and open-minded toward others and their different viewpoints during these discussions.

Alcohol and Drug Free Policy

As a UK-sponsored program, and per the ASB mission and philosophy, all UK ASB service immersions are strictly alcohol and drug free. All UK ASB volunteers are strictly forbidden from consuming alcohol or other drugs at UK ASB-sponsored meetings, events, activities, etc. in order to: 1) ensure the safety of all volunteers on our service trips, 2) maintain focus on the primary purpose of our trip – service, 3) maintain group cohesion among volunteers who are diverse in age, and 4) ensure that a group's presence in the community does no harm. Consequences of a volunteer's failure to adhere to our alcohol and drug free policy are at the service trip leaders' discretion, and may range from a verbal warning to a volunteer's expulsion from the program at their own expense. Depending upon the violation, consequences may also include other disciplinary action through the UK Dean of Students Office and/or legal ramifications through local law enforcement. Additionally, beyond violations of UK ASB's Alcohol and Drug Free Policy, any violation of the UK Code of Student Conduct by a UK ASB volunteer will be subject to disciplinary action and/or legal ramifications through local law enforcement. For more information, please visit: <http://www.uky.edu/studentconduct/code-student-conduct>. Where housing and/or service sites also prohibit consumption of alcohol or other drugs, UK ASB volunteers will also be subject to consequences for policy violations as determined by that community partner. UK ASB volunteers are allowed to consume tobacco products during their service trips, so long as consumption of tobacco products does not violate a service or host site's policies. The policy outlined above applies to all UK ASB, regardless of whether consuming alcohol or other drugs is deemed legal in the country or state within which they are volunteering.

When submitting your online application, and to participate in the UK ASB program, you must agree that you have carefully read the Alcohol and Drug Free Policy, and to abstain from using alcohol and other drugs at UK ASB-sponsored meetings, events, activities, etc. You must also agree to abstain from using alcohol and other drugs for the duration of your service trip – which begins when you depart Lexington and ends when you arrive back in Lexington. You must also agree to abide by the UK Code of Student Conduct at all times as a UK ASB volunteer. Finally, you must also agree that you understand there will be consequences for your actions should you violate the Alcohol and Drug Free Policy, or UK Code of Student Conduct, and to accept these consequences even at your own expense as you are the sole person responsible for your behavior.

Payment Policy

The UK Center for Community Outreach operates strictly as a not-for-profit coordinator of the ASB program, inclusive of weekend, weeklong, and two-week service trips, as well as year-round educational and social programming that takes place pre- and post-trip. As such, we are able to offer service experiences at cost to UK students – meaning that students pay only for the projected cost of their trip, as estimated based upon prior year spending and anticipating upcoming year spending. Once a student applies and is accepted to the UK ASB program, and placed on a specific service trip, that student is expected to pay the full cost of their service trip in the form of program fees. These program fees, paid to the CCO, are then dispersed by the CCO to vendors to cover the cost of that student's transportation, lodging, meals, activities, and materials, in addition to covering the cost of year-round programming for volunteers. In this way, the CCO acts as a sort of third-party travel agent, coordinating logistics and distributing funds on behalf of UK ASB volunteers. Thus, it is imperative that UK ASB volunteers pay their program fees by the payment deadlines set for their specific service trip, regardless of unforeseen circumstances, as outlined in the ASB Payment Schedule:

<http://www.ukasb.org/apply/payments>.

Deposit Fees.

- Deposit fees paid by applicants at the time they submit their online application are considered non-refundable.
- Deposit fees are considered non-refundable, even if a participant withdraws from the UK ASB program for any reason.
- No exceptions will be made for non-refundable deposit fees, even if a participant withdraws due to an emergency.
- For 2018-2019 ASB service immersions, the non-refundable deposit fees are:
 - \$25/Student for Weekend, Domestic Service Trips
 - \$50/Student for Weeklong, Domestic Service Trips
 - \$175/Student for Weeklong, International Service Trips (Nicaragua/Dominican Republic)
 - \$200/Student for Weeklong, International Service Trips (Galapagos, Ecuador)
 - \$300/Student for Two-Week, International Service Trip* (Nicaragua)
 - \$450/Student for Two-Week, International Service Trip* (Ghana)
- Applicants who preference both an international service immersion and a domestic service immersion in their online application should pay the \$150/Student non-refundable deposit fee. If all international service trips are full at that time, the applicant will be placed on a domestic service trip and the fee will be applied to the cost of that trip.
- If an applicant chooses to be placed on a wait list for a particular service immersion, UK ASB will hold the applicant's deposit until they are placed a service trip.
- Applicants who pay a deposit fee, but who are **not** accepted to the UK ASB program for any reason, will be refunded their deposit fee.
- Applicants who pay a deposit fee, but who are asked to leave the UK ASB program at any time for not meeting program expectations (e.g. good academic standing), will not be refunded their deposit fee.
- Deposit fees are considered non-transferrable, even if an applicant vacates their spot and another applicant fills that spot.

Program Fees.

- Once a student applies and is accepted to the UK ASB program, and placed on a specific service trip, that participant is expected to pay the full cost of their service trip in the form of program fees by the payment deadlines set for their specific service trip (See ASB Payment Schedule).
- If a participant does not maintain on-time payments as per the ASB Payment Schedule, that student will be in jeopardy of losing their spot on the service trip without refund (unless a replacement is identified).
- If a participant has not paid their **total** trip costs by the final payment deadline, that student will be in jeopardy of losing their spot on the service trip without refund (unless a replacement is identified).

- The UK ASB program reserves the right to forfeit a participant's spot on a service trip to a person on the wait list for that trip if their payments are not received on time as per the ASB Payment Schedule.
- If a participant chooses to withdraw from the UK ASB program at any time or for any reason, assuming there is no wait list, the participant is solely responsible for finding their replacement or for paying the full cost of their service trip (See Withdrawal Policy).
- If a participant is asked to leave the UK ASB program at any time for not meeting program expectations (e.g. good academic standing), assuming there is no wait list, the participant is solely responsible for finding their replacement or for paying the full cost of their service trip (See Withdrawal Policy).
- If a replacement **can** be found by the participant, the original participant will no longer be responsible to pay the full cost of their service trip, and will be refunded their amount paid, less any fundraising monies and their non-refundable deposit, without exception (See Withdrawal Policy)
- If a replacement **cannot** be found by the participant, the participant remains responsible to pay the full cost of their service trip including any remaining amount due, without exception (See Withdrawal Policy).
- Total service trip costs have been assessed by UK ASB based upon projected costs for each service trip and the previous years' service trip expenses. All program fees paid by participants are considered "all-inclusive" of transportation, lodging, meals, activities, and materials, including a t-shirt and common reading book.
- For international service trips, program fees **do not** include the cost of obtaining suggested or required passports, visas, immunizations, and/or supplemental travel insurance. These additional costs are not included in the program fees, and will be incurred by individual participants as applicable and required.

Withdrawal Policy.

- Once a student's online application and non-refundable deposit fee are received, they will be notified of their acceptance to the UK ASB program and placed on a specific service trip.
- If a participant chooses to withdraw from the UK ASB program for any reason, the participant is solely responsible for notifying the UK ASB program of their intent to withdraw from the program.
- Withdrawals from the UK ASB program will only be accepted in writing by: 1) Submitting an ASB Withdrawal Form to the Center for Community Outreach in 361 Blazer Hall, and 2) Sending written notification via e-mail to Site Leaders **and** Riley Krieg at ukasb@ukcco.org.
- If a participant chooses to withdraw from the UK ASB program at any time or for any reason, assuming there is no wait list, the participant is solely responsible for finding their replacement or for paying the full cost of their service trip.
- If a participant is asked to leave the UK ASB program at any time for not meeting program expectations (e.g. good academic standing), assuming there is no wait list, the participant is solely responsible for finding their replacement or for paying the full cost of their service trip.
- If a replacement **can** be found by the participant, the original participant will no longer be responsible to pay the full cost of their service trip, and will be refunded their amount paid, less any fundraising monies and their non-refundable deposit, without exception.**
- If a replacement **cannot** be found by the participant, the participant remains responsible to pay the full cost of their service trip including any remaining amount due, without exception.
- The deadline to withdraw for a weekend trip is two weeks before the trip departure date, the deadline to withdraw from a one week domestic service trip is one month before the trip departure date, and the deadline to withdraw from an international service trip (either one or two weeks) is two months before the trip departure date.***

Refund Policy.

- All deposit fees are considered non-refundable without exception, unless a student is **not** accepted to the UK ASB program for any reason. In that case, their deposit fee will be refunded.

- If a participant withdraws from or is asked to leave the UK ASB program for any reason, and a replacement **can** be found by the participant, the original participant will be refunded only when the replacement participant has paid for their service trip in full.
- If a participant withdraws from or is asked to leave the UK ASB program for any reason, and a replacement **cannot** be found by the participant, the participant will not be refunded and remains responsible to pay for the full cost of their service trip.
- If a participant's combined payments and fundraising exceed the full cost of their service trip by \$25 or more, a refund will be issued following their service trip if requested by the participant.****

When submitting your online application, and to participate in the UK ASB program, you must agree that you have carefully read the Payment Policy and Withdrawal Policy, and to adhere to these policies as well as the payment deadlines set for your specific service trip. You must also agree that you understand that once you apply and are accepted to the UK ASB program, you become responsible to pay for the full cost of your service trip without exception, even if you withdraw from the program at any time or for any reason.

Experiential Education Policy

Because of the nature of the UK ASB program, we treat our trainings as a course. All members of the Leadership Team and Executive Team are expected to enroll in the EXP course (information about enrolling will be distributed following your acceptance). The benefits that come with being a leader within UK ASB (e.g. 50% discount on service trip) are contingent upon enrollment in and completion of the course. A sample syllabus of the course is included at the end of this information packet. Like any class at the college level, there is an attendance policy, homework is given, expectations must be met, and a grade is given at the end of the semester. As a Site Leader, you will be expected to be at the class meetings for the full duration of the time (Thursdays from 6 to 7:30PM).

When submitting your online application, and to participate in the UK ASB program, you must agree that you have carefully read the Experiential Education Policy, and to adhere to these policies. You must also agree that you understand that once you apply and are accepted to the UK ASB program, you become enrolled in the UK ASB Experiential Education component and are expected to complete the course without exception, even if you withdraw from the program at any time for any reason.

***Whereas applications for most 2018-2019 ASB service trips are accepted on a first-come, first-served basis, applicants for our two-week, international service trips will also be subject to interview for placement. Applicants will not be expected to put down their non-refundable deposit for two-week, international service trips, until they have interviewed and are offered a position.**

****If a replacement is found by the participant on or after airline tickets have been purchased in their name, the original participant will be responsible for applicable ticket change fees, or will remain responsible for paying the full cost of their airline tickets.**

*****There will be no guarantee that certain costs can be refunded, including (but not limited to) airfare costs and service site programming fees.**

******Participants reserve the right to "donate" all or a portion of their excess fundraising to the UK ASB Scholarship Fund for the following academic year. If participant's combined payments and fundraising exceed the full cost of their service trip by \$24 or less, a refund check will not be issued, and excess fundraising will automatically be donated to the UK ASB Scholarship Fund.**

Site Leader Team Information

Description

The Site Leader Team in UK ASB is made up of Site Leaders, who are a necessary component of our program. Weekly trainings for Site Leaders will be held in both the Fall and Spring semesters. Attendance and full participation at these meetings is expected. The Site Leader will also be responsible for planning the service trip with their Co-Site Leader. Tasks within this include, but are not limited to, fundraisers, reflection planning, weekly communication with service site, consistent communication with participants, and promoting the overall UK ASB program by attending events, postering, tabling, etc. It is expected that the Site Leaders will complete all tasks related to their trip in conjunction with their Co-Site Leader. The Site Leader will also be required to hold two (2) office hours each week and be available via phone and email outside of these established office hours. It is highly encouraged that the Site Leader be available during the summer to assist with UK ASB and UK CCO promotion and summer advising conferences and planning for the Fall semester.

Overall Duties

All members of the Site Leader Team will work toward the overall mission and vision of UK ASB and the UK CCO. They must possess a basic understanding of all aspects of the UK ASB organization, both programmatic and operational, and they must represent the organization as a whole in their daily work. They are required to attend weekly meetings (Thursdays from 6 to 7:30pm). They should be proactive in their planning, professional in their demeanor, prompt in their communication, and present as an active student leader of UK ASB. They should be willing to ask critical questions and to think outside the box, and to assist others within UK ASB, as we all work to continually progress the organization.

Qualifications

The Site Leader Team should have a passion for community involvement, a willingness to build relationships with campus and community partners, the ability to motivate peers to accomplish a common vision, knowledge of goal setting and strategic planning methods, and an understanding of Microsoft Office programs (Word, PowerPoint, Excel, etc.). Site leaders would benefit from a strong skill set in communication, teamwork and conflict management. Site leaders should possess an adaptable personality with a strong interest for building relationships with both their participants and co site leader. Ability to work in pairs is expected. Previous leadership experience in a student-organization at the University of Kentucky is preferred but not required. All applicants must be a sophomore or above with a minimum cumulative GPA of 2.5.

Compensation

Participation in the Site Leader's respective trip is a requirement. As compensation for their work, Site Leaders will receive a 50% discount on their trip. In addition, members of the Site Leader Team will also be enrolled in a course (EXP 396) which will be one (1) credit hour per semester, graded pass/fail.

Term of Position

All members of the UK ASB Site Leader Team, once selected, will serve for a full calendar year, officially beginning on May 1st, 2018 and running until May 1st, 2019. Throughout the year, various tasks will be taken on to ensure the full success of the UK ASB program.

Professionalism & Stewardship

Because the UK ASB and UK CCO programs are housed within a professional office and supported by professional advisors, members of the Leadership Team are held to the highest level of professionalism. Student leaders are expected to maintain a professional demeanor while working in or on behalf of UK ASB and the UK CCO, including refraining from coarse language, rowdy behavior, or inappropriate conversations. Further, student leaders should not work on personal errands during office hours, and should not utilize UK ASB or UK CCO resources for personal use. As an extension of the Office of Student Involvement, UK ASB and the UK CCO strives to create a safe environment inclusive of all individuals regardless of race, ethnicity, sex, gender, religion, age, socioeconomic status, veteran status, sexual orientation, gender identity, and other identities. Discrimination or disrespect against another individual based upon one of these identities will not be tolerated. Finally, because UK ASB relies heavily upon student fee dollars, members of the Site LeaderTeam are expected to exercise the highest level of stewardship when using those funds. Utilizing UK ASB funds for personal use, or misusing UK ASB funds in a way that is not in the best interest of the UK ASB, are considered as poor stewardship.

Responsibilities for One or Two Week Site Leaders

- Creating and/or developing educational materials to be used during Pre-Connects and on the service trip
- Attending and leading four (4) Pre-Connect meetings with your Co-Site Leader, Site Advisors, and Participants
- Attending the Fall Site Leader Retreat
- Attending the Re-Connect
- Attending all UK ASB-wide events
- Maintaining regular contact with your Co-Site Leader and Site Advisors
 - One (1) required meeting in each semester (Fall and Spring)
- Maintaining regular contact with the Executive Team
 - Meeting one (1) time with the Internal Relations Chair and Graduate Assistant
 - Meeting one (1) time with the External Relations Chair
- Maintaining regular contact with your service site and housing site
 - Assisting the External Relations Chair in coordinating and securing service for your trip as needed
 - Planning your trip's culture day
- Maintaining regular contact with your participants
 - Suggested weekly contact to include updates relevant to your specific trip as well as to UK ASB overall
- Planning and leading nightly reflection meetings with your team
- Planning one (1) pre-trip service event
- Planning one (1) post-trip service event
- Planning one (1) post-trip fellowship event
- Holding a minimum of two (2) office hours per week
 - During busy times in this position, you may be in the office for up to five (5) hours per week
- Participate in tabling or information sessions when available

Responsibilities for Weekend Site Leaders

- Creating and/or developing educational materials to be used during Pre-Connects and on the service trip
- Attending and leading Pre-Connect meetings with your Co-Site Leader, Site Advisors, and Participants
 - One (1) in each semester (Fall and Spring)
- Attending the Fall Site Leader Retreat
- Attending the Re-Connect
- Attending all UK ASB-wide events
- Maintaining regular contact with your Co-Site Leader and Site Advisors
 - One (1) required meeting in each semester (Fall and Spring)
- Maintaining regular contact with your service site and housing site
 - Assisting the External Relations Chair in coordinating and securing service for your trip as needed
- Maintaining regular contact with your Participants
 - Suggested weekly contact to include updates relevant to your specific trip as well as to UK ASB overall
- Planning and leading nightly reflection meetings with your team
- Planning one (1) post-trip fellowship event
- Holding a minimum of two (2) office hours per week
 - During busy times in this position, you may be in the office for up to five (5) hours per week
- Participate in tabling or information sessions when available

EXP 396 Sample Syllabus

Below, you will find a sample syllabus from the Fall 2014 Semester. This is provided to give you a better idea of the timeline for expectations as a Site Leader and the time commitment required when being a Site Leader. Please note that this syllabus is a general outline and does not include all expectations nor does it include a Spring Semester. Assignments and projects may be moved around, removed, or added for the next school year. A further detailed syllabus will be given at the beginning of the Fall 2015 Semester.

INSTRUCTOR:

Name	Michael Craddock
Phone	865-274-3470
Email Address	michael.craddock@uky.edu
Office Hours	Scheduled as requested; E-mail or call for appointment

COURSE CREDIT: 1 Credit Hour, Graded Pass/Fail

COURSE DATES: Begins Thursday, August 28, 2014, and Convenes Thursday, December 11, 2014*
**For Winter Break Site Leaders Only - Convenes After Group Travel*

TIME & LOCATION: Thursdays, 6-7:30pm, Various Locations **See Schedule for Details*
UK ASB Pre-Connect Meetings, 5:30-7:30pm **See Schedule for Details*

COURSE EXPECTATIONS:

General Expectations

Most importantly, this course will require active learning on the part of each individual as an essential component of their learning experience in the course. Active learning requires that students engage in critical reflection about course readings and thoughtful discussion related to course concepts. Because this is an experiential education course, students will be expected to take ownership of their own experience by being self-guided. In addition, because this course is designed as a “cohort” experience, your individual contributions to the group process are critical. Overall, course expectations include:

- Arriving to group meetings and training sessions on time with course materials
- Reading and reflecting on assigned readings prior to meetings and sessions
- Active participation and contribution of ideas to group discussions and activities
- Successful completion of course assignments and delegated tasks by designated due dates

A student's failure to meet the general expectations of the course will impact the student's course grade.

<http://www.uky.edu/StudentAffairs/Code/part1.html> .

Registrar's Office found at <http://www.uky.edu/registrar/registrar-academic-calendar>.

Attendance Policy

Students are expected to attend **ALL** UK ASB Meetings/Trainings, in addition to holding and tracking a minimum of 2 office hours per week. Attending required group meetings, training sessions, and office hours is essential to succeeding in this course. Excused absences, as defined in Student Rights and Responsibilities (<http://www.uky.edu/StudentAffairs/code>), are acceptable. Students are expected to give their course instructor and/or program director 48 hours advanced noticed via phone or e-mail if unable to attend a scheduled group meeting, training session, office hour, etc. Students will be allowed no more than 2 unexcused absences per

semester. Students will receive no credit for unexcused absences. Students will be expected to make up missed work hours.

COURSE GRADING:

This course is graded Pass/Fail. To obtain a passing grade, students must satisfactorily complete the following:

<i>For Spring and Summer Site Leaders:</i>	<i>For Nicaragua Site Leaders:</i>
Attend and participate in <u>all</u> group meetings and training sessions (See Course Schedule)	Attend and participate in <u>all</u> group meetings and training sessions (See Course Schedule)
Complete <u>all</u> readings and assignments by due date (See Course Schedule)	Complete <u>all</u> readings and assignments by due date (See Course Schedule)
Attend and participate in an overnight UK ASB Leadership Retreat (See Course Schedule)	Attend and participate in an overnight UK ASB Leadership Retreat (See Course Schedule)
Attend and participate in the UK ASB Field Day (See Course Schedule)	Attend and participate in the UK ASB Field Day (See Course Schedule)
Attend and participate in a the UK ASB Site Advisor Meet and Greet & UK ASB Site Advisor Welcome (See UK ASB Calendar)	Attend and participate in a the UK ASB Site Advisor Meet and Greet & UK ASB Site Advisor Welcome (See UK ASB Calendar)
Attend and participate in <u>1</u> UK ASB Info Session (See UK ASB Calendar)	Attend and participate in <u>1</u> UK ASB Info Session (See UK ASB Calendar)
Attend and lead a minimum of <u>6</u> Pre-Connect meetings (See UK ASB Calendar) (Fall-Spring)	Attend and lead a minimum of <u>4</u> Pre-Connect meetings (See UK ASB Calendar) (Fall)
Attend and lead a minimum of <u>2</u> pre-departure fundraising events (Fall)	Attend and lead a minimum of <u>2</u> pre-departure fundraising event (Fall)
Attend and lead a minimum of <u>1</u> pre-departure service projects (Fall-Spring)	Attend and lead a minimum of <u>1</u> pre-departure service projects (Fall)
Schedule at least <u>1</u> team meeting for your service team outside of all-UK ASB events (Fall-Spring)	Schedule at least <u>1</u> team meeting for your service team outside of all-UK ASB events (Fall)
Hold and track a minimum of <u>2</u> office hours per week (Fall-Spring)	Hold and track a minimum of <u>2</u> office hours per week (Fall)
Meet <u>bi-weekly</u> with the UK ASB Leadership Coordinator (Fall-Spring)	Meet <u>bi-weekly</u> with the UK ASB Leadership Coordinator (Fall)
	Complete group travel to the satisfaction of your Co-Site Leader, Site Advisors, and Course Instructor (Spring)
	Plan and lead a minimum of <u>1</u> Re-Connect for your service team (Spring)

Point values will be assigned to course requirements to aid both the instructor and student in tracking overall performance in this course. Total points earned will correspond to a percentage and grade, and students who achieve a grade of C or better will receive a passing grade, per the following scale:

- A 90% and higher (Pass)**
- B 89 – 80% (Pass)**
- C 79 – 70% (Pass)**
- D 69 – 60%**
- E 59% and below**

<u>Assignments</u>	<u>Points Possible</u>	
Meetings/Trainings (10pts/Each)	150	
Social Movements Examples	10	
StrengthsFinder Inventory	10	
Fundraising & Service Project Plan	20	
Fall Pre-Connect Outlines	40	
Vision & Support Statements	10	
Site Contact Summary	20	
Participant Packet Leaders Only	40	*Winter Break Site
Social Issue Presentations	40	
Common Reading Paper	40	
Reflection Outline Leaders Only	40	*Winter Break Site
Reflection Paper	40	
UK ASB Leadership Retreat	80	
UK ASB Field Day	20	
UK ASB Site Advisor Meet & Greet	20	
UK ASB Site Advisor Welcome	20	
UK ASB Info Session (10pts/Each) Beyond 1 Session	10	*Bonus 10pts/Each
UK ASB Pre-Connect Meetings (20pts/Each) Leaders	60	+20 for Winter Break Site
Pre-Departure Fundraising Events (20pts/Each) Fundraisers	40	*Bonus 20pts/Each Beyond 2
Office Hours (5pts/Week)	70	
Pre-Departure Service Project (20pts/Each)	20	*Winter Break Site Leaders Only
Complete Group Travel Only	100	*Winter Break Site Leaders
<hr/>		
TOTAL	700	*920 for Winter Break
Site Leaders		

SCHEDULE & ASSIGNMENTS:

Please consult the work schedule that follows for specific details about course assignments, the majority of which are reflective in nature. Specific instructions pertaining to assignments will be distributed electronically on writing or verbally during group meetings and training sessions.

For Spring and Summer Break Site Leaders

Date:	Time:	Location:	Topic:	Due:
Thursday, Aug. 28th	6-7:30pm	231 Student Center	Meeting	-
Thursday, Sept. 4th	6-7:30pm	115 Student Center	Training – Alternative Service Breaks 101	Social Movement Example
Thursday, Sept. 11th	6-7:30pm	115 Student Center	Meeting & Training – The Learning Components	Reading (TBD)
Thursday, Sept. 18th	6-7:30pm	115 Student Center	Training – Diversity & Social Justice	Reading (TBD)
Thursday, Sept. 25th	6-7:30pm	115 Student Center	Meeting & Training – Fundraising & Service Projects	StrengthsFinder Inventory
Thursday, Oct. 2nd	6-7:30pm	106 Student Center	Training – Service Leadership	Fundraising & Service Project Plans
Thursday, Oct. 9th	6-7:30pm	106 Student Center	Meeting & Training – Building Partnerships	Fall Pre-Connect Outlines
Thursday, Oct. 16th	5:30-7:30pm	106 Student Center	Meeting & Pre-Connect #1	-
Saturday-Sunday, Oct. 18th-19th	10am-1pm	To Be Determined	Retreat – Group Facilitation, Reflection, Active Citizenship	Reading (TBD)
Thursday, Oct. 23rd	6-7:30pm	106 Student Center	Meeting	Vision & Support Statements
Saturday, Oct. 25th	11am-2pm	To Be Determined	UK ASB Field Day	-
Thursday, Oct. 30th	6-7:30pm	106 Student Center	Training – Group Process	Site Contact Summary
Thursday, Nov. 6th	6-7:30pm	106 Student Center	Meeting & Training – Community Impact	Reading (TBD); Participant Packet*
Thursday, Nov. 13th	5:30-7:30pm	106 Student Center	Meeting & Pre-Connect #2 Pre-Connect	Social Issue Presentation
Thursday, Nov. 20th	6-7:30pm	106 Student Center	Training – Social Issue Presentations	Common Reading Book; Common Reading Paper

Thursday, Nov. 27th	No Meeting	No Meeting	No Meeting – Thanksgiving Break	-
Thursday, Dec. 4th	5:30-7:30pm	106 Student Center	Meeting & Pre-Connect #3	Reflection Outline*
Thursday, Dec. 11th	6-7:30pm	To Be Determined	End-of-Semester Celebration	-
Friday, Dec. 12th	To Be Determined	To Be Determined	Meeting & Pre-Connect #4*	-
Thursday, Dec. 18th	No Meeting	No Meeting	No Meeting – Finals Week	Reflection Paper (and Timesheet)
Info Sessions	See UK ASB Calendar	See UK ASB Calendar	See UK ASB Calendar	See UK ASB Calendar
Site Advisor Meet & Greet	See UK ASB Calendar	See UK ASB Calendar	See UK ASB Calendar	See UK ASB Calendar
Site Advisor Welcome	See UK ASB Calendar	See UK ASB Calendar	See UK ASB Calendar	See UK ASB Calendar
Fundraising Events	To Be Determined	To Be Determined	To Be Determined	To Be Determined
Service Projects	To Be Determined	To Be Determined	To Be Determined	To Be Determined
Office Hours	To Be Determined	To Be Determined	To Be Determined	To Be Determined