

CLEVELAND STATE UNIVERSITY

Fall 2017

Maxine Goodman Levin College of Urban Affairs

Syllabus for

UST 190

Analysis of Experiential Learning in Urban Affairs

2 Credit Hours

Instructor: Kenneth J. Galla, Jr., MPA

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COURSE DESCRIPTION:

Analysis of Experiential Learning in Urban Affairs is a two-credit course designed for adults with substantial prior learning who wish to obtain a baccalaureate degree. The course assists them in documenting and reflecting upon their learning through the portfolio process. College credit earned in this course may then be applied to one of the six majors in the Levin College.

COURSE OBJECTIVES:

Upon completing this course, you will gain the ability to:

- describe and document learning gained through your prior experience;
- analyze your prior learning through theoretical and professional lenses;
- assemble your portfolio of life and career accomplishments for submission to CSU faculty assessors;
- more clearly define your educational objectives as part of a program of study in the Levin College;
- clarify your unique values and goal orientation; and
- appreciate the knowledge, skills and values acquired through your prior learning.

GRADING:

Please refer to the [Assessment Guidelines](#) before you begin your assignments. These guidelines will give you insight into how each assignment and your final portfolio will be assessed and graded. Students receive an S/U (Satisfactory/Unsatisfactory) grade for this course.

AAPPLE HANDBOOK:

Click on the links below to view:

- [AAPLE Handbook](#)
- [UST 190 Reference Sheet](#)

REQUIRED MEETINGS:

There are two required face-to-face meetings for this course. All students will meet on the first day of the semester (Saturday, August 26 at 11:00AM in UR 247). Additionally, you are responsible for setting up one additional appointment with the instructor between weeks 4-10 of the semester.

ASSIGNMENTS AND DUE DATES:

Assignment #1 Worksheet Assignment - Due: Friday, September 1, 2017.

This assignment is designed to help you begin thinking about your past experiences and demonstrated learning. Refer to the example document, and fill out a similar chart in excel for yourself. (Note: this assignment is for the class only and will not be included in your final portfolio). For a list of useful verbs for this assignment and your competency statement, [click here](#).

Assignment #2 Autobiographical Resume - Due: Friday, September 15, 2017.

Refer to your AAPLE Handbook, Section IX. B

Assignment #3 Competency Statement - Due: Friday, October 6, 2017.

Refer to your AAPLE Handbook, Section IX. C

Assignment #4 Narrative Assignment - Due: Friday, November 17, 2017.

Refer to your AAPLE Handbook, Section IX D

Assignment #5 Education/ Goal Statement - Due: Friday, December 1, 2017.

Refer to your AAPLE Handbook, Section IX. F

Assignment #6 Draft Portfolio - Due: Friday, December 8, 2017.

The draft portfolio is the compilation of your work for this course. This draft includes assignments 2-5, incorporating the revisions made as a result of the instructor's feedback. Unlike the previous assignments, the draft portfolio cannot be transmitted electronically. It should be submitted (as described below) to the instructor for overall feedback before you begin work on the final portfolio submission for faculty assessment.

Use dividers and a three-ring binder to present the information. Please label your final portfolio with a cover and present your portfolio sections in the following order:

1. Cover page with name, address, day/evening phone numbers, e-mail address, concentration area, and total number of credits sought
2. Table of Contents
3. Autobiographical Resume
4. Competency Statement
5. Narrative Section
6. Education Plan/Goals Statement
7. Documentation (This section will remain empty in your final draft for this course, but you will compile the documents and present them in your final portfolio.)

Remember that your final product should be neat, error-free and correct in spelling, grammar, and punctuation. Examples of final portfolios are available for viewing upon request.

ASSIGNMENT NOTE: All assignments should be typed and double-spaced using standard margins and a common, 12 pt. font. Assignments will be graded for organization, grammar, and content.

ASSIGNMENT EXAMPLES:

Click the following links for examples of each assignment.

[Assignment #1 Worksheet Assignment](#)

[Assignment #2 Autobiographical Resume](#)

[Assignment #3 Competency Statement](#)

[Assignment #4 Narrative Assignment](#)

[Assignment #5 Education Plan/Goals Statement](#)

TEXTBOOKS:

No text is required for the course. Suggested texts are:

Strunk, Jr., William & E.B. White (2005). *The Elements of Style*. New York: Penguin Press.

Additional texts are on Course Reserve in the Michael Schwartz Library.

UNIVERSITY/COLLEGE POLICIES:

University Deadlines

- * For the current semester, the deadline for dropping a course is September 8, 2017.
- * The last day to withdraw from the course is November 3, 2017.
- * The final examination week is December 11-16, 2017.

Student Grading

CSU uses the following letter grades with plusses and minuses. In the Levin College the letter grades follow this numeric scale:

A = 94-100%

A- = 90-93

B+ = 87-89

B = 83-86

B- = 80-82

C+ = 77-79 (there is no C+ grade for graduate students; C = 70-79 for grad students)

C = 70-76 for undergraduates, 70-79 for grad students

D = 60-69 (there is no D for graduate students)

F = 59 and below for undergraduates, 69 and below for graduate students

Grade of "I"

* I - Incomplete. The "I" grade is given when the work in a course has been generally passing, but when some specifically required task has not been completed through no fault of the student.

An "I" grade can be assigned by the instructor when all three of the following conditions are met:

1. Student is regularly attending/participating in the class and has the potential to pass the course;
2. Student has not completed all assignments and has stopped attending/participating for reasons deemed justified by the instructor; and
3. Student has notified the instructor prior to the end of the grading period.

Students with Special Needs

Educational access is the provision of classroom accommodations, auxiliary aids and services to ensure equal educational opportunities for all students regardless of their disability. Any student who feels he or she may need an accommodation based on the impact of a disability should contact the Office of Disability Services at (216)687-2015. The Office is located in MC 147. Accommodations need to be requested in advance and will not be granted retroactively. Students should notify the instructor as soon as possible if they have been granted an accommodation through the Office of Disability Services.

Writing Assistance

Students with difficulty writing may contact the Writing Center located in Rhodes Tower 124 for assistance. Students should use the American Psychological Association (APA) format for citations and reference pages.

Plagiarism

Plagiarism is stealing and/or using the ideas or writings of another in a paper or report and claiming them as one's own. This includes but is not limited to the use, by paraphrase or direct quotation, of the work of another person without full and clear acknowledgment.

The penalties for plagiarism are found in full in the Student Handbook (Office of Student Life) under Academic Regulations (Policy on Academic Misconduct) at the following link:
<https://www.csuohio.edu/sites/default/files/StudentCodeOfConduct.pdf>

Students should refer to the CSU website for additional information regarding grading, add/drop and withdrawals: [Grading](#) or [Enrollment Services](#).