Urban Studies Service Learning Guide: Urban Studies majors who declare in academic year 2007-2008 and later are required to engage in a <u>service learning experience</u> as part of their course of study. This real-life experience allows students to gain practical experience with the theories and issues with which they encounter in their classes while offering a valuable service to local and global communities. Engaging in service learning is also an opportunity for students to explore potential career paths and prepare for summer fellowship experiences, honors thesis research, or senior project work.

Students can fulfill their service learning requirement in three ways: 1) enroll in an approved course such as URBANST 164, URBANST 145, and ANTHRO 112; 2) complete an independent internship in an office of a government agency or a non-profit/community organization relevant to the major while enrolled in URBANST 201A; or 3) conduct research with the guidance of a faculty mentor. Students who intern for a private sector organization may receive credit for URBANST 194, but cannot enroll in URBANST 201A credits to meet the capstone requirement.

Service Learning Criteria: The service learning experience must consist primarily of substantive work. In all cases, students must work with a supervisor at the organization to establish learning goals through the Placement Objectives Agreement, and create products – such as papers, reports, presentations, or models – demonstrating that they have achieved those goals.

In 2011-2012, Urban Studies began accepting completion of selected courses, such as URBANST 164, URBANST 145, and ANTHRO 112, as means of fulfilling the service learning requirement.

The *minimum* time commitment for an independent internship is 80 hours, to be completed over approximately 10 weeks. Students are encouraged to work with their organization longer than 10 weeks, but the 80-hour minimum should not be spread out over a longer period, except in special cases such as research projects. Internships must be *completed* before the beginning of winter quarter of senior year, or two quarters before graduation. **In accordance with university policy, internship credit is awarded for the work that emerges from the internship. No transfer credit is awarded for internships.**

Credit and Grading: Declared majors in Urban Studies are required to fulfill at least 3 units of credit for the Urban Studies Internship, by registering for URBANST 201A or an approved course such as URBANST 164, URBANST 145, or ANTHRO 112. Students who continue their internship work beyond the 80-hour minimum may request up to 4 additional units of credit through URBANST 194, which translates to 120 hours of work. The internship grade (S/NC) will be based on the quality and depth of the internship learning plan, the final paper or product, and the evaluation supplied by the project supervisor and/or faculty mentor. Students who receive compensation for their internship - from a Haas Center Fellowship, Community Service Work Study, or the organization itself - may receive academic credit for the internship, provided all other criteria for the internship process are met. Students may not count more than 7 units of internship, including URBANST 194 Internship in Urban Studies and URBANST 201A Capstone Internship in Urban Studies toward their major.

Service Learning Options

Service Learning Courses (Recommended)

Urban Studies students may satisfy the service learning capstone by taking courses that have a substantial community engagement component. URBANST 164, URBANST 145, and ANTHRO 112 are approved to satisfy this requirement. For more information, please consult an adviser.

Individual Internship

Students should enroll in Urban Studies 201A during the quarter in which they carry out their internships. It is highly recommended that students meet with the Program Manager for Service Learning *at least* three months prior to the quarter in which they propose to start their internship in order to find an appropriate placement that meets their personal and research interests. Please keep in mind that many organizations require significant preparation and outreach to establish an internship, so it is advantageous to work with Urban Studies staff to begin the internship search process as early as possible to ensure that students can secure their first choice internship. Internships must be *completed* before the beginning of winter quarter of senior year, or two quarters before graduation.

Other Service Learning Opportunities

Although the faculty and staff of Urban Studies can provide more support and facilitate individually tailored internships for students who enroll in the capstone internship seminar, there are a variety of other ways to access service learning opportunities. Students who wish to complete an internship via the programs described below must complete a Placement Objectives Agreement, describing how they plan to fulfill the internship requirement, their faculty supervisor, and anticipated final product. The Proposal Form is available from the Urban Studies office and online.

❖ Haas Urban Summer Fellowship
   A fellowship administered through the Haas Center for Public Service, provides fellows a stipend for a summer of working with an organization that addresses urban issues. More information is available at the Haas Center and online at: http://studentaffairs.stanford.edu/haas/fellowships/urbansummer

❖ Urban Studies Summer Fellowship
   A fellowship administered by the Urban Studies program, provides a stipend for a summer of working with an organization that addresses urban issues. More information is available through the Urban Studies program, and online at: http://urbanfellows.stanford.edu

❖ Independent Internship:
   Students may establish their own internship, to be carried out during summer or another quarter, but keep in mind that all internship criteria apply. The Program Manager for Service Learning can provide resources to assist students find potential placement organizations.

- ❖ Bing Stanford in Washington:
    The BSIW experience includes a substantive internship in a wide range of governmental and non-governmental organizations.
    More information is available online at: http://bsiw.stanford.edu/home.html

- ❖ Stanford in Government:
    Stanford in Government provides a number of paid summer fellowships in government and nonprofit agencies in the Bay Area and Sacramento, Washington D.C. and internationally. More information is available online at:
    http://studentaffairs.stanford.edu/haas/fellowships/sig

- ❖ Stanford Bing Overseas Programs:
    Students who participate in Stanford's Overseas Studies Programs may have access to overseas internship opportunities, depending on their interests and the availability of placements in their country of study. More information is available at:
    http://bosp.stanford.edu/.

- ❖ Research Internship
    Students who wish to pursue a specific research project under the direction of a faculty supervisor can fulfill the internship in this way. As with community-based and government internships, students should be doing substantive, academically rigorous research that leads to the learning of new skills and concepts under the tutelage of an engaged supervisor.