



Dear Participant,

Congratulations! On behalf of all the trip leaders and support staff, I would like to personally welcome you to *Urban Service Experience (USE)*, Penn State University's Community Service Orientation Program. We are pleased that you have signed up for this exceptional program/class and we are happy that you will be joining us from July 31–August 5, 2011.

The summer of 2011 marks the tenth summer of *Urban Service Experience*, a program designed to ease your transition into Penn State life by helping you to develop connections with other incoming students. In addition, *Urban Service Experience* will introduce you to community service while in Philadelphia and in State College during your undergraduate years. This program has been modeled after the nationally recognized, award-winning ORION program that was established in 1996. A former *Urban Service Experience* participant stated: "*The greatest feeling is knowing that not only did I learn about different people and things, but I helped make a difference.*"

This welcome packet includes valuable information about *Urban Service Experience*; please be sure to take the time to read through it all. The information will provide you with course requirements, a detailed program description, a general information page, participant expectations, a "What should I bring?" list, a campus map, and a health form. **You must complete and RETURN your health form to be able to participate in the program. Please return your completed health form by Wednesday, June 15<sup>th</sup>, 2011.**

Again, welcome and congratulations! We are looking forward to another great summer of *Urban Service Experience*, and we are excited that you will be joining us. If you have any questions or concerns regarding any of this information, please e-mail [jbean@psu.edu](mailto:jbean@psu.edu) or call Shaver's Creek Environmental Center at 814-863-2000 ext 7506.

Sincerely yours,

Jen Bean  
USE Program Director  
Shaver's Creek Environmental Center  
Penn State University

# Urban Service Experience

## General Information

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### USE Participant Check-List



**Read through entire welcome packet**...really there is a lot of good important information!



**Complete the Health Form** – Mail or Fax to  
Jen Bean – Shaver’s Creek Environmental Center  
3400 Discovery Road  
Petersburg, PA 16669  
**DUE by JUNE 15th**



**Review the gear list**, and start gathering your items



**Decide if you want to add RPTM 297S – Freshman Seminar for 1-Credit**, only open to USE & ORION participants. Registration form is included in this packet, complete and either scan or mail to Shaver’s Creek Attn: Jen Bean. *Spaces fill quickly!*



Go to our website <http://www.outreach.psu.edu/shaverscreek/index-urban-service-experience.html> for more information about USE FAQs, and photos from last year!



Pack your belongings, re-read the welcome packet, bring a lunch for the first day, and print the directions to the HUB at the University Park campus.

### **Arrival**

We will meet you outside of **room 129A** of the HUB-Robeson Building on the University Park campus at 11:00 a.m. on **Sunday, July 31<sup>st</sup>**. Please bring with you a bag lunch and everything you will need for the trip. Parking will be available in the HUB parking deck adjacent to the HUB building.

### **If you are from the Philadelphia area or live closer to Philadelphia than State College**

For participants meeting us in Philadelphia, you will be contacted by email a couple of weeks before the program regarding the meeting place. The meeting time is 3:30pm at the Chamounix Mansion Hostel. There will be a leader at the hostel to meet you. Please do not be late.

If you decide to change your meeting location (Philadelphia instead of University Park or vice versa) please let us know as soon as you know!

### **Parking permits for the week**

Students who drive their cars to the University Park campus and wish to park them for the week can reserve a parking permit through the program office. There is an additional fee of \$23.00 – which will be billed to your student account. You need to let us know ahead time if you will be needing a parking permit so we can order the correct amount, they will then be issued at the Welcome Session on the first day. We will provide an introduction to the program, which parents are invited to attend. Following this, we will load up in the vans and head to Philadelphia!

### **Driving on your own to Philadelphia**

If you decide to drive on your own to Philadelphia, you will not be permitted to drive your car during the week of the course. There is parking available at the hostel and your car will be parked there at your own risk.

### **Welcome session**

Sunday begins with a welcome and introduction session for all participants meeting at University Park at **11:00am** in the HUB building outside of room 129A. Parents are invited and encouraged to attend. After the welcome (approximately 11:30am), we will load the van and head to Philadelphia. **Please be on time for the welcome session.** If you are running late, contact the Program Manager's cell phone 814.571.7262

### **Meals**

All food for the trip will be provided, except for arrival day lunch. The menu is designed to be nutritional and filling, with a good variety of cereal, fruit, sandwiches, snacks, drink mix, spaghetti, soup, cheesesteaks, etc. PLEASE NOTIFY US IN ADVANCE if you have specific dietary restrictions.

### **Accommodations**

Your group will be staying at the Chamounix Mansion Youth Hostel located in Fairmount Park. These accommodations include bunk beds, a kitchen, showers, and bathrooms. For more information about the hostel, please see their Web site: [www.philahostel.org](http://www.philahostel.org). Linens are provided by the hostel. Please do not bring a sleeping bag.

### **Groups**

There will be between eight and twelve other incoming students in your group. There are two leaders assigned to supervise each group, including a male and a female. Leaders are typically Penn State upperclassmen who have taken part in a staff training program and, in some cases, have led *Urban Service Experience* groups in previous summers.

### **Departure**

Students will be dropped off on **August 5<sup>th</sup>** at the HUB-Robeson Building on the University Park Campus around 2:30 p.m. Students can be picked up at that time or arrangements can be made in advance for pickup in Philadelphia. The program end time in Philadelphia is 9:30am.

### **What to bring**

Be sure to review the "Gear List--What should I bring?" Every item listed should be packed, as we have found each item to be essential for your enjoyment of the trip. Many of the service days will be spent outside. There may be exposure to poison ivy, insects, thorns, and sun. Please be sure to equip yourself in anticipation of such encounters. Two pairs of work pants are optimal for the duration of the program week. We also encourage you to purchase Tecnu (available at pharmacies) to protect yourself from poison ivy.

### **What does a typical day with *Urban Service Experience* look like?**

Our days are full. Typically, the group will wake up around 8:30 a.m. every morning and leave for a day of service at 10:00 a.m. You will participate in various service projects throughout the week which may include outdoor work with the Fairmount Park Commission (trail rehabilitation, erosion control, removal of invasive species, etc.), working with the food bank to arrange emergency food boxes for those in need, a day of service with a senior center until around 3:00 p.m. The evening activities will vary, including a night out to explore Philadelphia, an evening tour of Philadelphia's mural arts project, a visit to Paul Robeson's home and museum, and a final celebration cookout at the end of the week. *For a detailed overview of the complete six-day schedule, please see the program calendar.* Note the activities for each week are slightly different.

### **Course Information**

*Urban Service Experience* is officially titled *RPTM 297C, Urban Service Experience*. This is a 2-credit, fall semester course. The credits fulfill two of the elective credits that students can take while at Penn State. This course will not be listed on your schedule until you have completed the 6-day program.

The course requirements for *Urban Service Experience* involves participating with a positive attitude in the six-day program, keeping a journal throughout the program (journals are provided), setting goals for the first semester at Penn State, writing a reaction paper, participating in at least four hours of community service in State College, and attending a two-hour wrap-up session on **October 3<sup>rd</sup> or 4<sup>th</sup>** in the evening.

### **Cancellations**

If you must cancel we ask that you do so in writing via email [use@outreach.psu.edu](mailto:use@outreach.psu.edu) 3-weeks in advance.

### **Special situations**

In the event of an emergency requiring family members to contact a participant, please call Shaver's Creek at 814-863-2000, Jen Bean, Program Director, 814.571.2667 (cell), or the Chamounix Hostel at 215-878-3676. Again, these numbers are for emergencies only.

# USE 2011--Health History

Please return this form to Jen Bean, USE Director  
At Shaver's Creek Environmental Center  
3400 Discovery Road, Petersburg, PA 16669-2114

Please mark the session that you are enrolled for:

\_\_\_\_ July 24 session 1      \_\_\_\_ July 31 session 2

Name \_\_\_\_\_ Sex \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

\_\_\_\_\_ E-mail \_\_\_\_\_

In case of emergency please notify:

Name \_\_\_\_\_ Relation \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Family Physician: \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Medical/Health Insurance Company \_\_\_\_\_

Phone \_\_\_\_\_ Policy # \_\_\_\_\_

Do you have a history of (please check): **If yes, please describe. Add paper if necessary.**

	<u>Yes</u>	<u>No</u>	<u>Please describe in detail</u>
Asthma (if yes, medical documentation is required for you to participate as this is a physically active program)	___	___	
Back problems	___	___	
Knee problems	___	___	
Diabetes	___	___	
Seizures/Convulsions	___	___	
Blood Conditions (hemophilia?)	___	___	
Heart Condition	___	___	
Allergies (bees stings, foods, medications, shellfish, iodine?) (if you have an allergy that requires epinephrine, please be sure to bring your own epi-pen)	___	___	

Other: \_\_\_\_\_

Height \_\_\_\_\_ Weight \_\_\_\_\_ Resting Pulse Rate \_\_\_\_\_

Date of most recent tetanus booster \_\_\_\_\_

Date of most recent Physical Exam \_\_\_\_\_

Any Operations/Serious Injuries? None \_\_\_\_\_ If yes, please describe. Completely recovered?

Any Dietary Restrictions (including vegetarian)? None \_\_\_\_\_ If yes, please describe.

Any Physical Limitations? None \_\_\_\_\_ If yes, please describe in detail.

Are you taking any medications--please include diet pills if you take them, etc? None \_\_\_\_\_ Yes \_\_\_\_\_  
If yes, please describe.

Do you have ANY condition that requires regular visits to a doctor? *Please describe*. Use additional paper if necessary.

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**PERMISSION AND CONSENT**

I certify that this health history is correct. I hereby authorize a physician(s) selected by the Urban Service Experience Program, or staff at the University Health Services or the Emergency/ Outpatient Department of the most appropriate hospital to provide such care that includes routine diagnostic procedures and medical treatment as necessary.

I understand this consent is valid only during the stated dates of the Urban Service Experience Program.

I give permission for the Urban Service Experience Program Staff to provide first aid. A photocopy of this authorization shall be considered as effective and valid as the original.

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Signature

Date

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Signature of guardian if participant is not 18 years old

Date

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**PERMISSION TO PHOTOGRAPH (Optional)**

I give my permission to be photographed or video taped while participating in the Urban Service Experience Program. I understand that the images will be used by Urban Service Experience to promote the program.

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Signature

Date

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Signature of guardian if participant is not 18 years old

Date

\*\* If for religious reasons you cannot sign any part of this document, please contact Urban Service Experience Director for a legal waiver that must be signed for attendance.

# Gear List – What Should I Bring?

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The following is a checklist of all the items you will need during the six-day Urban Service Experience Program in Philadelphia. Please do not over pack as we are limited with travel storage space. A small duffel bag is recommended for carrying your belongings.

- comfortable, grungy clothes and shoes (2 days of outside service work)
  - lightweight long pants(1 or 2 pairs) are required to protect you from poison ivy, mosquitoes and brush scratches
  - sturdy, closed toe shoes are required to protect your feet (no sandals)
- 1 day of nicer clothes for service at the senior center
- 3 or 4 sets of clothes for evening activities
  - a separate pair of non-work shoes
- towel, shower shoes
- rain gear (waterproof, rain coat for a rainy day). We'll work rain or shine!
- toiletries (you know what you need)
  - Please include your own pain relievers, bandaids, calamine lotion (for your bug bites) and whatever else you think you might need.
- sunscreen, sunglasses, baseball cap, bug spray
- poison ivy protection cream. We recommend "Tecnu" (ask your local pharmacist)
- a **large**, durable water bottle...32 ozs. (Essential! It is hot in July & August)
- work gloves (the garden variety)
- a small daypack (backpack) to hold your daily items
- alarm clock or alarm watch (for your convenience – not essential)
- tupperware container for your lunch (large enough to hold a sandwich and snacks – much more environmentally friendly than plastic bags)
- misc.: camera, pen and pencil
- optional: Extra money – (not more than \$20.00) for any extras you may want. All meals are provided during the program week.
- DO NOT bring bed linens as the hostel provides linens and a blanket. Sleeping bags are not permitted.
- Journals will be provided.
- In an effort to promote as much social interaction as possible, **we ask that you do not bring electronic items such as mp3 players, games, or cell phones.** Instead, we ask that you be open to making new friends and allowing this time for quality social interaction - which will certainly be useful when you begin your fall semester at Penn State.

# Creating a Positive Learning Environment with Urban Service Experience

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We want our experience together to take place in the most enjoyable environment possible. To ensure this, we ask each of you to consider how the decisions that you make during our time together may affect other group members. Balancing individual, and group needs, is an important part of behavior that is the foundation to establishing emotional safety. If you feel that Urban Service Experience staff or fellow students are not respecting your values or beliefs, it is essential that you speak up so to assure your well-being.

## **The following are some of the expectations you can have of Urban Service Experience (USE):**

- Freedom from discrimination on any basis, including: race, color, gender, religion, creed, sexual orientation, and national origin, age disability or socio-economic background.
- A supportive learning environment, free from physical or verbal harassment.
- Real challenges and meaningful experiences. We will try to inform you of the anticipated schedule, but it must be understood that unanticipated situations do occur, resulting in schedule, programming, and other changes to the course.
- Thoughtful, honest and timely comments concerning performance and abilities, when requested.
- Leaders that will help mentor you and your group through the community service project and through learning about the community.

## **The following are some of Urban Service Experience' expectations of you:**

- Follow the safety practices and policies set forth by USE staff and community service advisors throughout the program. You are ultimately responsible for your own safety and for not endangering the group.
- Participate fully in the program -- take part in discussions, chores, activities, leadership, conflict resolution, and the building of an enjoyable learning environment for all.
- Respect the values and beliefs of other USE members.
- Be courteous to local residents, merchants, and other people we might meet along the way, to help us maintain the excellent image the University and the community has of the USE program.
- Please address any interpersonal issues promptly with the individual involved and with your instructor, if necessary. If you feel an issue needs further attention, please contact the USE program director.

**Use of Drugs or Alcohol is strictly prohibited. Students doing so will receive a failing grade and will be asked to leave the class immediately.**

**RPTM 297C -- 2 Credits – Fall 2011**  
**Urban Service Experience (USE)**  
**First-Year Community Service Orientation Program**

**Course Overview:** This course has been designed to help guide incoming Penn State students as they embark on their college careers. The program allows participants to develop bonds with each other as they participate in community service projects within the city of Philadelphia. The program will offer participants a greater appreciation of community service work in an urban environment.

USE is composed of four days of community service work in Philadelphia. Participants will spend time working outside with the Fairmount Park Commission. Time will also be spent working at the Greater Philadelphia Area Food Bank. In addition to these daily projects, participants will have the opportunity to hear from a variety of guest speakers and learn more about student life at Penn State.

**Program Director:** Jen Bean  
Office: Shaver's Creek Environmental Center  
Office phone: 863-2000 ext 7506  
Mailing address: Shaver's Creek Environmental Center, Campus Mail  
Email address: jbean@psu.edu

**Course Dates (you will participate in ONE of these sessions)**

July 24-July 29, 2011

July 31-August 5, 2011

**Location:** Participants will have the opportunity to either meet USE staff at Penn State University Park campus or go directly to the Chamounix Mansion in Fairmount Park, Philadelphia. All activities for the program week will take place within the City of Philadelphia. Participants will be lodged at the Chamounix Mansion.

**Course Goals:** The Urban Service Experience is designed to provide you with the opportunity to:

- Engage in a community service experience in Philadelphia
- Meet other incoming students and make new friends
- Experience positive social and academic integration as an incoming student
- Learn more about an urban community
- Earn 2-elective, college credits
- Set goals for your first year at Penn State

**Course Requirements:**

**ANGEL Course Mgmt.** We will use ANGEL, Penn State's web-based course management system, to communicate with you and manage assignments and grades. All assignments are listed under this course (RPTM 297C). It is available at <https://cms.psu.edu>

**Positive Participation and Completion of the Trip = 50% of course grade**

This includes positive, interactive participation in EVERY aspect of the course. All participants are expected to participate positively in group teambuilding and icebreakers, evening meetings, community service projects, meal preparation, cleanup, etc. Failure to fully take part in these activities will be reported by group leaders and will be reflected in your final course grade.

**Written Assignments = 30% of course grade**

There are three written assignments for this course, each worth 10% of the final course grade.

**Journal:** You will receive a journal at the beginning of the USE program week. You must write an entry in the journal for each day of the program week.

**Goals Statement:** After taking part in your USE week, you will be required to write five goals for your first semester at Penn State. These will be handed in at your wrap-up session in early October.

**Reaction Paper:** This 3-5 page paper should discuss what you learned in your week of Urban Service Experience and how those lessons can be applied to your first semester at Penn State. This will also be handed in at the final wrap-up session.

**Attendance at Final Wrap-Up Session = 10% of course grade**

You are required to attend a final wrap-up session that will take place on a weekday evening during early October. At this session you will hand in your reaction paper and goals statement, as well as have the opportunity to talk with other USE participants about your experience.

**Community Service = 10 percent of course grade**

Students are required to complete four hours of community service on or near their University campus. This gives students an opportunity to learn about service opportunities in their communities as well as another time to meet new students. The four-hour requirement must be documented and a signature of a supervisor is required. For community service opportunities – please see [www.sa.psu.edu/engage](http://www.sa.psu.edu/engage) or contact [engage@sa.psu.edu](mailto:engage@sa.psu.edu) You may also choose a community service project of your own choice at the campus in which you will be attending (clean up at football games, American red cross, volunteer to help a professor, organize a project with your group, the sky is the limit).

## **Penn State Policies:**

### **Faculty Senate Policy 49-20 (Academic Integrity)**

Definition and expectations: Academic integrity is the pursuit of scholarly activity in an open, honest and responsible manner. Academic integrity is a basic guiding principle for all academic activity at The Pennsylvania State University, and all members of the University community are expected to act in accordance with this principle. Consistent with this expectation, the University's Code of Conduct states that all students should act with personal integrity, respect other students' dignity, rights and property, and help create and maintain an environment in which all can succeed through the fruits of their efforts. Academic integrity includes a commitment by all members of the University community not to engage in or tolerate acts of falsification, misrepresentation or deception. Such acts of dishonesty violate the fundamental ethical principles of the University community and compromise the worth of work completed by others.

**Violations of Academic Integrity** will be handled in accordance with procedures (see <http://www.psu.edu/dept/oue/aappm/G-9.html>) and policies (see <http://www.psu.edu/dept/ufs/policies/47-00.html#49-20>).

### **Disability statement**

If you have a disability-related need for modifications or reasonable accommodations, contact the Office for Disability Services, ODS, located at 116 Boucke Building at 1-814-863-1807(V/TTY). For further information regarding ODS please visit their web site at <http://www.equity.psu.edu/ods>. Instructors should be notified as early in the semester as possible regarding the need for modification or reasonable accommodations.

**Faculty Senate Policy AD62 (Scheduling and Use of General Purpose Classrooms).** The policy stipulates that the college, department or individual scheduling use of the room is responsible and will receive direct billing for the assessment and repair of any damage or negligent or intentional damage attributed to room use, as well as janitorial and maintenance costs attributed to unauthorized food and drink use. Water is the only beverage allowed in the classroom. We encourage students to reuse and recycle their empty water bottles.

### **Diversity Statement**

The faculty and staff of the Department of Recreation, Park and Tourism Management value and are committed to fostering diversity in the workplace and the profession. By respecting differences in culture, political conviction, age, gender, gender expression, race, ethnicity, national origin, disabling condition, sexual orientation, and religious affiliation, we attempt to enrich the learning environment; improve the practice and profession of recreation, park and tourism management; and enhance creative and professional growth in the workplace

