This Precept offers students the opportunity to live and learn about the community. Our main objectives are to learn about community and urban issues, using your community of residence as a base, and to build a community in the precept group. On one level you will work with your fellow preceptees to create a respectful and supportive relationship with one another. You will be expected to exchange ideas, debate issues, share stories, provide resources and participate in various activities. You will also interact with residents, community leaders and organizers to become more informed and active citizens in your neighborhood. During the first part of the semester, you will learn about the issues, institutions, politics people and history that shape relations and resources in the neighborhood. For the remainder of the semester we will engage in a community colloquium, continuing to learn and participate in community projects and you will work on an individual Independent Study Project (ISP).

Precepts days are generally Tuesdays from 2:00-4:00 and Thursday from 9:30 – 11:30 (or anytime up to 3:00 pm). Please note that some of these dates and time may occasionally be shifted to allow for special events or unanticipated needs. You will be notified in advance.

**Precept / Independent Study Project**

The precept is the primary way that students learn about their communities. Precept consists of three intersecting areas: neighborhood exploration, community building and the independent study project (ISP). Our program objectives are to learn about community and urban issues, using your neighborhood as a base, and to build a community of learners in the precept group. You will be expected to exchange ideas, debate issues, share stories, provide resources and participate in various activities. You will also interact with residents, community leaders and organizers to become more informed and active citizens in your neighborhood.

1. Asset mapping and the (final) Community Colloquium 40%
2. ISP 60%

**Precept Participation & Attendance**

Because of the nature of experiential education, the structure of USP is different from being on campus. In order to do well you must be present. Participation does, however, mean more than being physically present. You are also expected to be engaged and willing to ask questions, share thoughts and reactions and participate in collective discussions. You are also expected to arrive on time at all precept meetings including community site visits. Speakers and community hosts are giving their time for your learning. Being mindful of their busy schedules is very important. Being late or disruptive is viewed as an act of disrespect, and will adversely affect your grade. After two absences or two incidents of tardiness, each additional will result in a five point deduction from your overall grade.
**ASSET MAPPING (40%)**

Weeks 1-6 will be devoted to Asset Mapping. Asset mapping was developed by the *Asset-Based Community Development Institute* at Northwestern University as a tool to identify and mobilize community assets to address neighborhood needs. It is an approach to community-based development, based on the principles of:

- Appreciating and mobilizing individual and community talents, skills and assets (rather than focusing on problems and needs)
- Community-driven development rather than development driven by external agencies
- Uncovering the strengths and capacities of the neighborhood and not its weaknesses or deficiencies.

You will learn about the issues, institutions, politics, people and history that shape relations and resources in the neighborhood.

The asset mapping project will consist of:

- A select number of **community visits** organized by your preceptor (during weeks 1-5).

- Each student will be required to conduct primary research (as homework) in select categories in the form of **one face to face interview**. The categories of inquiry will be developed in your precept and may include an array of informal and formal resources as outlined by the “Asset-Mapping” model.

- Each student must interview different individuals/organizations. The interviewee **cannot** be a person who has been or is scheduled to be a precept presenter. Interviews must be typed and turned in to your preceptor by March 3, 2009.

- Each interview must be a substantial dialogue of inquiry of at least (15) minutes.

  Each interview should be guided by the following:

  - The background and history of the asset
  - Who and how one benefits from this asset;
  - How does this asset serve an identified community need
  - What are the future goals/projects for this asset
  - What forces are working against this assets
  - How does this asset serve social change and social justice goals

In preparation for the Precept Asset mapping presentations (**March 17, 2009**) students will meet to address the following questions:
Based upon your readings and interviews define what constitutes community assets?

Of the collection of asset-based interviews which assets best represent the (ABD)model and how might they be/or are they mobilized to instigate community change/development

The Asset mapping **presentation** will be a group presentation of your precept to the entire Urban Studies program:

- Discuss your issue/topic as it relates to the community of Logan Square
- Discuss what assets exist in this community related to this topic area (do a little demographic and issue research)
- Propose a definition of asset related to this topic area.
- Discuss a select number of assets in this category
- Discuss how these assets could be mobilized to strengthen this community and address community needs.
- Are their complicating factors related to this issue and how is the community addressing these issues/concerns proactively?
- How do the assets described serve social change/social justice goals?

This is an opportunity for students to demonstrate

- An understanding of Asset mapping
- An ability to juxtapose assets with community needs to discern community strengths and capacities
- Your ability to work in teams
- Your ability to utilize the assets of your group members to plan and execute a creative presentation.

Teams will have 20 minutes each to present their findings and assets. Visuals, audios and other creative tools to illustrate the issues/assets and interviews are highly encouraged. Your grade will be determined by the quality of your interviews (100) points); and your asset mapping presentation (150).

You will receive a grading rubric that outlines the grading criteria for the asset mapping project/presentations.

At the end of the semester each of you will participate in a community colloquium where you will integrate your semester’s learning’s including a summary of the community assets with your thoughts about strategies for mobilizing for community change (10 points). Additional guidelines will be provided within the semester.

**Community Service Colloquium (100 points)**
The Community Colloquium will be organized around a group community service project in the Logan Square Neighborhood. It will take place on Tuesdays (at the completion of Asset mapping) and will continue to the end of April.
Precept Dates
Asset Mapping Presentation by Jody Kretzmann  Feb. 5, 2009
Community Visits (organized by Preceptor)  Feb. 9- March 5, 2009
Preparation for asset mapping presentations  Weeks 1-6
Individual community interviews by students completed  March 3, 2009
Asset Mapping Presentations  March 17, 2009
Community Colloquium  Completed by end of April, 2009

INDEPENDENT STUDY PROJECT (ISP) (60%)

The Independent Study Project is heavily weighted; accordingly, the responsibilities are substantial. Students may identify a topic of interest to them and relevant to their Urban Studies experience to develop a creative, scholarly or professional project. The Internship-ISP syllabus defines the criteria and process for the Internship-ISP option and the Non-Internship ISP syllabus defines the individually developed project. By week four each student must decide on which option they choose.

If you are interested in the Internship-ISP option you must inform the preceptor by March 10, 2009. The preceptor is available to meet with you individually prior to the proposal due date to discuss possible ideas you may have. You are required to submit a brief statement of interest by the end of Feb. that will be shaped into a proposal by March 10, 2009.

ISP workshop  Feb. 4, 2009
ISP (Formal) proposal: (see guidelines)  March 10, 2009

Please refer to ISP proposal guidelines in each syllabus.

INTERNSHIP-ISP SYLLABUS SPRING 2009

SYLLABUS CONTENTS

- Course Description
- Goals and Objectives
- Expectations and Requirements
- Evaluation Process
- Proposal Guidelines
COURSE DESCRIPTION

The ACM Urban Studies Program Independent Study Project is designed to give students the opportunity to delve more deeply into a field or discipline of their choosing. Students use the resources of a major metropolitan area to propose, complete and present a phase or phases of a substantial, self-generated professional, scholarly or creative project. The Internship-ISP in particular gives students a more comprehensive internship experience through working additional hours at their site, as well as working on a specific project outside of the regular expectations of your internship. Emphasis is placed on the ability of the student to contextualize their place of employment. You, along with your site supervisor must identify a substantial project that provides you will an opportunity to develop substantial professional skills.

GOALS AND OBJECTIVES

After completing the Internship-ISP the student will have learned how to:

- Contextualize the work place by focusing on a particular area of work.
- Keep track of work and work habits
- Document work
- Present work
- Seek, receive, and use criticism from peers and experts
- Effectively critique his or her own work
- Articulate the experience and outcomes through an academically based product (paper and presentation).

EXPECTATIONS AND REQUIREMENTS

- 200 hours at Internship site (50 for ISP with 150 required for the internship).

- A very specific project that is distinct from the day to day internship work experience that can be evaluated by an expert/supervisor at the internship site.

- Final written product and presentation

Communication & ISP Advisors:

If you choose the Internship ISP option, your internship supervisor will approve and oversee your specifically designed project. This option and the project you will be working on must be communicated to your preceptor (who will give you a grade for this option and the asset mapping assignment) as well as the internship coordinator, who will provide a grade for the internship component. As with other students you will be required to make a presentation to your precept at the end of the semester.

Your preceptor will serve as your primary Urban Studies advisor on your ISP project. The full ISP proposal must be submitted to your ISP advisor by March 10, 2009. If the Internship-ISP option is selected this must be communicated to the Internship Coordinator as well. You must meet
not less than two times (individually as in small groups) with your preceptor to discuss your project. Failure to do so may negatively impact your final grade. Visit or email your advisor about once-a-week to report your progress and challenges, and to ask any questions that may arise. Let your advisor know whom you are working with and where you are going for assistance. CC your advisor on all email correspondence you may have with professionals in your chosen field. Your ISP advisor functions as your coach, and must be kept abreast of all your activities, triumphs as well as stumbles.

You are responsible for any expenses incurred on your ISP project.

**Time Commitment and Additional Networking:**
You must work at least **21 hours per week** at your internship site (you will work 15 hours for your required internship hours and then an additional 6 hours for the Internship-ISP). You should document time spent on the ISP separately from the internship itself.

**Professional Documentation:**
In addition to documenting time you are required to document completed projects in a method and manner appropriate to your field. A professional portfolio of internship related documentation might take a variety of forms and you should discuss your plans for this with your ISP Advisor.

**Internship-ISP Workshops:**
Students must attend and participate in all Internship-ISP workshops and meetings outlined in the internship syllabus. These meetings are designed to help guide you through the various stages and evaluative criteria of the Internship-ISP. Some meetings/workshops may include additional assignments or homework.

**Final Presentations:**
Each student gives a Final Presentations on their internship experience. Prior to your final presentation you will have the opportunity to discuss your ideas and receive feedback from other students in your precept at a scheduled precept meeting. You are responsible for obtaining and setting up any technical equipment you might need for your final presentation ahead of time.

**EVALUATION PROCESS**

**Final:**
At the end of the semester each students gives a 30 minute presentation on the ISP to their precept group. At the conclusion the preceptor meets with each student to discuss and evaluate the ISP.

Below are the five criteria used to evaluate Independent Study Projects?

- Level of challenge
- Level of planning and execution
- Level of engagement with Chicago resources
- Level of community involvement/engagement (if required)
• Ability to articulate the issue
• Presentation to the precept group

Midterm Site Visit:
The designated Urban Studies faculty member will visit you at your internship site around midterm to assess your progress. You and the faculty member will meet with your Internship Supervisor and discuss your internship experience to date. The internship Learning Contract will be reviewed by all parties at this time and possibly revised if deemed necessary by you, your Internship Supervisor, or the Internship Coordinator. This may be a good opportunity to discuss your specific project, however it is important to remember that your final grade for the ISP will be given by the preceptor with back-up evaluation from the internship site supervisor. If your internship supervisor is another faculty member from the USP they will provide your receptor with information related to this site visit.

Supervisor Evaluation:
Your Internship Supervisor will complete a final evaluation of your internship at the end of the semester. Please see the copy of the Intern Evaluation given to your supervisor and your own Midterm and Final Evaluations to determine the criteria by which you will be evaluated.

Final INT-ISP Grade:
You will receive a final grade for the internships-ISP reported as precept/ISP. For the internship grade see Internship Grading Guidelines. For your ISP grade, see ISP guidelines in the precept syllabus.

INTERNSHIP-ISP PROPOSAL GUIDELINES

Address the following Internship-ISP proposal requirements. Please number your answers. Your proposal must be typed, proofread, and 2-4 pages in length.

1. Include your name and the date at the top of the page.

2. Where will your internship be and who will be your direct supervisor?

3. What is your anticipated schedule at the site? Specify days and hours.

4. Describe how an INT-ISP will offer you additional responsibilities or tasks at your internship site. Please be specific.

5. Describe any special “ownership” projects that you have discussed with your supervisor that might provide you with a valuable learning experience.

6. Describe how your knowledge goals, skills goals, and/or personal goals will vary from your Internship Contract because of an INT-ISP.

Upon review, your proposal will be given back to you with suggestions for improvement or clarification where necessary.
Non-Internship
Independent Study Project Syllabus, Spring 2009

SYLLABUS CONTENTS

• Course Description
• Goals and Objectives
• Expectations and Requirements
• Evaluation Criteria & Process
• Proposal Guidelines
COURSE DESCRIPTION

The ACM Urban Studies Program Independent Study Project (ISP) is designed to give students the opportunity to delve more deeply into a field or discipline of their choosing. Students practice using the resources of a major metropolitan area to propose, complete and present a phase or phases of a substantial, self-generated professional, scholarly or creative project.

TYPES OF ISP’S

1. Professional: Gaining experience in a professional field: what is the work product... project based, rationale and documented (examples: creating organizational materials: newsletters, marketing, pamphlets, curriculum, etc.)
2. Creative. Developing a creative piece and documenting the process according to industry/professional standards. (Artwork, photography, video, etc.)
3. Scholarly: what research question are you addressing? (Public policy question, focus on social issue question/problem).
4. Experiential: What is the experience and how does it relate to the goals of the Urban Studies Program, what is meaning of the experience, what are your assumptions, how does the experience respond to those assumptions and what new learning’s do you take from the experience and their meaning. Documenting the process. (Interviewing of primary sources, volunteering at a site, simulation).

GOALS AND OBJECTIVES

After completing the Independent Study Project (ISP) the student will have learned how to:

- Identify a topic of inquiry relevant to the Chicago Urban Studies experience.
- Develop self-directed skills in primary and secondary research, identifying local resources, developing and executing a plan of inquiry and contributing to the knowledge base of the city.

You will also:

- Keep track of work and work habits
- Document work
- Present work
- Seek, receive, and use criticism from peers and experts
- Effectively critique his or her own work
- Plan projects effectively (making use of time, money, materials, people, and institutions)
- Work independently
- Give an effective presentation of work and analysis of an issue or topic
EXPECTATIONS AND REQUIREMENTS

Communication & ISP Advisors:
Your preceptor will serve as your primary Urban Studies advisor on your ISP project. The full ISP proposal must be submitted to your ISP advisor by week 7. You will be expected to meet with your ISP/precept advisor not less than two times to discuss your ISP. Additional weekly follow-up will be required to report on the progress of your project. Let your advisor know whom you are working with and where you are going for assistance. CC your advisor on all email correspondence you may have with professionals in your chosen field. Your ISP advisor functions as your coach, and must be kept abreast of all your activities, triumphs as well as stumbles.

You are responsible for any expenses incurred on your ISP project.

Time & Logs
While you will be monitoring your time working on the ISP you should average 7-10 hours of work per week on their projects (50 hrs.). You are required to keep a log of your ISP activities and the hours spent performing them. Logs will be reviewed at your consultation meeting with your Urban Studies ISP Advisor (the Preceptor) and will be factored into your final grade at semester’s end. You will find that an honest accounting of your time will expose your work habits and tendencies. In addition, knowing precisely how much time and energy it took to bring your project to completion will allow you to plan future projects more accurately.

ISP Workshops:
Students must attend and participate in all Internship/ISP workshops and meetings outlined in the calendar. These classes are designed to help guide you through the various stages and evaluative criteria of the Internship/ISP. Some workshops include additional assignments or homework.

Midterm Review and Final Presentations:
Each student must arrange a midterm review with the ISP advisor to review progress. A time will be made available at a precept meeting to discuss your ISP plans and receive feedback from your peers. Each student gives a final presentation to his or her precept group. Each presentation will include a show of final products and/or presentation of inquiry and to elicit feedback for peers and advisors.

EVALUATION CRITERIA AND PROCESS

Evaluation Criteria
Throughout your ISP, considerable emphasis is placed on the value of critiquing both your processes and your products. Students are expected to actively seek out feedback from experts in your field and from your peers, as well as engage in rigorous self-critique. Below are the five criteria used to evaluate Independent Study Projects.
• Level of Challenge
• Level of Execution (process, product and documentation)
• Level of Engagement with Chicago Resources (at least one face to face interview is required).
• Level of Community Involvement/engagement
• Level of Critique
• Final presentation

**Evaluation Process**
The ISP faculty meets at Midterm and after Finals to discuss each student’s Independent Study Project. Faculty members consult their own notes regarding your presentation.
NON-INTERNSHIP ISP PROPOSAL GUIDELINES

Address the following Non-Internship ISP Proposal requirements. Please number your answers. Your proposal must be typed, proofread, and 2-4 pages.

1. Put your name and the date at the top of the page.

2. Provide a working title and a brief description of your proposed project.

3. What is your thesis?

4. Identify which of the four ISP types you will employ (Professional, Creative, Scholarly, or experiential).

5. What new conceptual, technical or physical territory will you explore?

6. Describe the resources (people and other sources), equipment and facilities you plan to employ and how you plan to use them.

7. Create a time-line for your project. Include deadlines as well as daily and weekly activities.

Upon review, your proposal will be given back to you with suggestions for improvement or clarification where necessary.

STAGES OF INDEPENDENT STUDY PROJECT
The ISP reflects 65% of your final grade. It is important that you take seriously both the process for undertaking the ISP (the requirements as set out below) and your consultation with the ISP Advisor (preceptor).

1. Meet with Preceptor to discuss possible topics. (First month of program)

2. Identify Preliminary topic: Bring to the ISP workshop (see below). Students will conduct independent preliminary research to identify her/his topic. The student will prepare a one-paragraph write-up of the topic and the preliminary research.

3. Participate in the ISP workshop (Feb. 4, 2009) All students must participate in the ISP workshop. ( 

4. Submit Formal ISP Proposal to Preceptor: 5 points (March 10, 2009) Your formal proposal should describe the objective of this project including some
5. **Conduct and Summarize In-Depth Interview: 10 points** *(Due Apr 28, 2009)*

Each student must conduct an in-depth, one hour interview with a person related to her/his ISP and submit a detailed summary of the interview. The summary must include the name of the person, date and location of the interview and the questions asked. It must be minimum of three- five pages typed and double-spaced. The name of this person must be included in the formal proposal, see above, and approved by the preceptor.

6. Any final paper (research or process) must be between 7-10 pages and include a bibliography. You must also follow all academic guidelines.

7. **ISP Reflection** *(Due: May 12, 2009)*

Write a 2-3 page reflection paper on ISP; what you had in mind when you originally chose your topic and then how your ideas regarding your topic evolved leading to the final product / project and the impact the ISP had on you. Also, talk about the relationship between your interview and the ISP and its meaning overall to your ISP interest.

8. **ISP Bibliography**

A final bibliography must also be turned in with the ISP.

9. **ISP: Due April 30-May 11 (Apr 30, May 5, May 7, May 12)**

The ISP may be completed in any format that suits the topic and with which the student is comfortable and competent. This may be a photo essay and journal, series of interviews, audio/visual/multi-media presentation, research paper etc. Students are strongly encouraged to be creative and consider a format other than a research paper such as would be produced on campus. Every student will do a presentation on her/his ISP to the precept. All ISPs must also include the following:

- Proposal: 50 points
- Individual and group Consult: 50 points
- Interview: 100 points
- Presentation: 200 points
- Final product (with bibliography): 200 points

*(including final reflection paper)*
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<td>Internship</td>
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<tr>
<td>Apr 16</td>
<td><strong>ISP Peer Group reviews</strong></td>
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<td>Apr 17</td>
<td>Core Course</td>
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<tr>
<td>Apr 21</td>
<td>Internship&lt;br&gt;Precept 2-4 (Precept community project)</td>
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<td>Apr 22</td>
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<td>Apr 23</td>
<td>Individual work on ISP</td>
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<td>Apr 24</td>
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<td>Apr 28</td>
<td>Internship&lt;br&gt;<strong>ISP Interviews Due</strong>&lt;br&gt;Precept 2-4</td>
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<td>Apr 29</td>
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<td>Apr 30</td>
<td><strong>ISP presentations (3)</strong></td>
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<td>May 4</td>
<td>ISP presentations (3)</td>
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<td>May 5</td>
<td>2-4 ISP presentations (3)</td>
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<td>May 6</td>
<td><strong>ISP presentations (3)</strong></td>
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<td>May 7</td>
<td>930-11:30 ISP presentations (3)</td>
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<td>May 8</td>
<td>Final Core Course</td>
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<td>May 11</td>
<td>ISP presentations (3)</td>
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<td>May 12</td>
<td>Final Seminar&lt;br&gt;Internship Poster session&lt;br&gt;ALL ISP’s due</td>
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<td>May 13</td>
<td>Final Seminar&lt;br&gt;Noon -5:00 pm End of Program Activities</td>
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