

SPAN-A201-001: Second Year Spanish II
Professor Nathan Henne
Service Learning Project Outline

Cortez House is a new community center affiliated with the Latino Apostolate of the Episcopal Diocese of Louisiana. ESL classes and other services are offered at Cortez House to primarily Spanish and Portuguese speaking people.

Students will be expected to:

1. Create a Spanish-language instruction booklet with how-to lessons on basic computer skills. This booklet will be used in a new computer lab at Cortez House. Examples of basic computer lessons may include: how to use MS Word, how to write a basic business letter, how to navigate the internet, how to place an ad on Craigslist, how to open an email account, how to prevent spam, etc. Students are free to suggest other lesson topics.
2. Work together to decide the list of lessons which will appear in the booklet. This list should be approved by Cortez House staff before the lessons are created.
3. Each student will write first drafts of 4 lessons. In addition, each student will be responsible for the final version of one lesson. In addition to being grammatically correct, each lesson should be clear and straightforward. Students who write first drafts will work with the person responsible for the final version to ensure its clarity and correctness.
4. Work together as a group to compile the finalized lessons into a booklet and produce at least 5 copies of the booklet.
5. In small groups of 2-4, visit Cortez House and use the instructional booklet to lead a short session on one selected computer skill to a small group of Spanish-speaking computer users. The goal should be to help these users learn the skill and equip them to teach the same skill to their peers. Each student must participate in at least one instruction session at Cortez House. The format of these classes is flexible.
6. A list of proposed dates and times for on-site computer instruction sessions must be submitted to Cortez House staff by **September 30th, 2009** (class topics can be determined later). These dates and times must be approved by Cortez House staff.
7. Dress and act in an appropriate and mature manner during all visits to the Cortez House.
8. Show care and respect for all members of the Cortez House community.
9. The quality of students' work will be evaluated at the end of the semester by Professor Henne, Cortez House staff, and the Office of Service Learning. Individual lessons and the booklet as a whole will be judged on readability, usability and practicality. Computer instruction sessions will be judged on how effectively they teach selected skills to computer users at Cortez House.
10. Every student who successfully completes the project will receive a transcript notation at the end of the semester.
11. In addition to the portion of the class grade that will come from service learning, these assignments (first drafts and final copies) will constitute a major part of the writing participation grade.

Staff members at the Cortez House will be expected to:

1. Communicate with students, Professor Henne, and the Office of Service Learning in a timely and responsive manner throughout the semester. The primary contact at Cortez House is Jamie McDaniel, Jamie@stanna.nocoxmail.com, 504.717.9684. Jamie will provide contact information for other key people as necessary.
2. Approve the list of proposed lessons within one week of submission.
3. Approve the list of proposed dates for computer instruction sessions within one week of submission.
4. Publicize computer classes to Cortez House community members and ESL students. If possible, attend classes.
5. Visit SPAN-A201-001 once prior to September 18th, 2009 for an initial orientation discussion with students in the class.

Professor Nathan Henne will be expected to:

1. Work to integrate students' service learning activities into the class and create connections between course material and students' service learning activities.
2. Allow some class time for students to work on the project.
3. Work with Cortez House staff to schedule an in-class visit prior to **September 18th, 2009**.
4. If possible, attend computer instruction sessions taught by students.
5. Review feedback from Cortez House staff and the Office of Service Learning throughout the semester. At the end of the semester, consult with Cortez House staff to evaluate the overall quality of students' work.
6. Assign grades to students for the service learning project. Grades on the project as a whole will count for 5% of students' final grades in the course. In addition, specific aspects of the project will constitute a major part of writing grades as well as speaking and participation scores.

The Office of Service Learning will be expected to:

1. Consult and coordinate with students, Professor Henne, and Cortez House staff throughout the project and provide support as necessary.
2. Attend initial class visit by Cortez House staff in order to explain service learning to students and distribute and collect liability waivers.
3. Review the instructional booklet and, if possible, attend computer instruction sessions at Cortez House.
4. Facilitate transportation to Cortez House if necessary.
5. Reimburse up to \$100 in expenses (*only with submission of appropriate receipts*). Expenses may include: transportation, supplies, copying, etc.

6. Ensure that every student who successfully completes the project receives a transcript notation at the end of the semester as a record of his/her service learning work.

Transportation details:

Any student who volunteers to use his/her personal vehicle to drive a small group to the Cortez House for a visit will be given a \$10 Shell gas card to reimburse fuel costs. This will count toward the \$100 in project expenses. Cortez House is in Mid-City, about a 15 minute drive from Loyola.

The Cortez House is also accessible from the Canal St. streetcar and several RTA bus lines. Students wishing to use RTA to get to Cortez House may pick up free tokens in the Office of Service Learning.

We understand all the expectations stated above. We commit ourselves to meeting these expectations and making this project a valuable experience for Loyola students and members of the Cortez House community.

Professor Nathan Henne

Jamie McDaniel, Latino Apostolate/Cortez House

Kelly Brotzman, Office of Service Learning

Adam Robinson, Office of Service Learning

Participating students:
