

JOURNAL ENTRIES / FIELD NOTES...

Due as indicated on syllabus

You will be required to show the instructor your field notes from your work at your selected agency. These are due at the end of class and ***can be either handwritten or typed*** (while typed notes are preferred, handwritten notes are acceptable and will not detract from your grade – but please write *neatly*). These guidelines particularly apply to your main out-of-class project, but will also help you write your entries for your in-class trips to the Catonsville Emergency Food Ministries, the Maryland Food Bank and Our Daily Bread.

These notes should describe in detail:

- 1) What you did at the site for that week (you can do anything from an hour-by-hour breakdown to a summary of the entire week's activities)?
- 2) What were your observations at the site?
- 3) What were your feelings while working at the site?
- 4) What did you learn about the agency this week?
- 5) What questions should be explored in the next week?

Note: These questions are *guides* for your notes, and there will be different answers for them from week to week – you may not even be able to answer each question each week.

Typed or handwritten, you will need to show me your notes each week, and bring them with you on the day of the final exam. As stated in the syllabus, it may be easier for you to keep them in a handwritten notebook, or typed out and put in a binder or folder. This is a vital part of your grade: if you do no work on it during the semester, and it is not submitted by the end of the semester, you lose up to **50% of your grade! This will result in an automatic grade of F, and cannot be made up with an Incomplete.**

It is difficult to gauge how long your notes should be – a minimum of ½ page per hour of service is a good, ***rough*** guide to go by, but you may find it difficult to keep it to such a short length. There may be days where five or six hours' worth of experiences and observations fit into the space of one or two pages. Other days you may need five or six pages for one or two hours of service. ***Just don't BS.***

The grades for your journal break down as follows:

In-class field trips (25% of your overall grade):

Journal for Field Trip #1 (Maryland Food Bank – due October 13)	8 ¹ / ₃ %
Journal for Field Trip #2 (Our Daily Bread – due November 17)	8 ¹ / ₃ %
Journal for Field Trip #3 (Catonsville Emergency Food Shelter) – due December 1	8 ¹ / ₃ %

Main service project (25% of your overall grade):

Journal #1(due October 6)	8 ¹ / ₃ %
Journal #2 (Our Daily Bread – due October 27)	8 ¹ / ₃ %
Journal #3 (Catonsville Emergency Food Shelter) – due November 10	8 ¹ / ₃ %