Risk Management forms and Service Learning Evaluations

MANDATORY RISK MANAGEMENT & STUDENT FORMS

Student Learning Plan & Agreement (SLP&A) *Fill out before going to your community organization.*

- o The ***Student Learning Plan & Agreement*** is a **mandatory** agreement that serves as a contract between the university and the service learning student.

- o Students must submit a separate agreement for **each** learning site they plan to work with.

- o Students should not fill out this agreement until they have spoken to their professor, been accepted at an approved organization and discussed their learning objectives, goals, duties, and potential risks with the organization's site supervisor.

- o This agreement is a document of informed consent that demonstrates a student's awareness of the potential risks and behavior expectations at the learning site.

- o Students are required by campus Risk Management to **submit this agreement prior to reporting to the organization's site**.

- o This is an online form that can be accessed and submitted through the Service Learning Database. https://app.calstates4.com/csun

- o Only students enrolled in a service learning course have access to log into the Service Learning Database.

- o Students should log in to the database with their CSUN credentials. After logging in, unless the professor has already placed them, students will be prompted to select an organization from a list of approved sites.

- o Once they have been placed with an organization in the database and have provided the estimated number of service hours they will complete, students will be directed to the Service Learning Plan and Agreement form.

- o Minors must also fill out a hard copy of this form which can be obtained from the Office of Community Engagement. This physical copy must be filled out and signed by both the student and their parent/guardian.

Student Timesheets *must be submitted online between* <u>*March 7th and May 19th*</u>*.* Student Timesheets should document all of the hours students serve at a learning site and the types of activity they participate in.

- o The *Student Time Sheet* is a **mandatory** document which students can print directly from the Community Engagement website: http://www.csun.edu/sites/default/files/Student%20Time%20Sheet%20Spring%202017.pdf

- o An Individual timesheet must be turned in for each organization a student volunteers with.

- o Students should have a **site supervisor initial** their timesheet **every time** they report to the site. This acknowledges that the daily activities and hours reported are accurate.

- o **Students are required to upload a copy of their completed** timesheet(s) to the database between <u>March 7th and May 19th</u>.

- o All timesheets should be submitted online using the **Timesheet Submission Form** which can be accessed through the S4 Service Learning Database between the dates listed above.

Community Engagement Faculty Grant Awardees *are required to submit an* **End of Semester** *report to help gather additional data on their projects for our* reports to the Chancellor's Office, Presidential Honor Roll Program, Carnegie, etc.

EVALUATIONS

Pre-Service Learning Evaluation & Post-Service Learning Evaluation

The Pre-Service Learning Evaluations & Post-Service Learning Evaluations are designed to measure students' inclination and participation in service learning classes and the likeliness of students to participate as active members in their community. Both of these evaluation forms can be accessed through students' S4 Service Learning Database profiles. These evaluations measure experiences **_before_** *and* **_after_** *participation in a Service Learning course and can be used to improve and enhance the service learning experience for future CSUN students. The information collected by these surveys may also be a useful tool for gathering demographics and data for faculty projects.*

- o **Pre-Surveys** should be completed before you begin your service project. Due no later than <u>March 6th</u>.

- o **Post-Surveys** should be submitted after you complete your service project. Due Between <u>March 7th and May 19th</u>.

Summary of Forms and Due Dates

- Student Service Learning Plan & Agreement
  - Must be submitted <u>prior</u> to reporting to the organizations site

- Student Time Sheet Submission Form
  - Due Between: March 7th - May19th

- Pre-Service Learning Evaluation
  - Closes: March 6th

- Post-Service Learning Evaluation
  - Due Between: March 7th – May 19th

Additional Forms and Information

TB Tests (Not Required By All Learning Sites)

Students who will be working with minors or the elderly are often required by an organization to obtain a current TB Test before they begin their service learning assignment. This test can be obtained from the Klotz Student Health Center at a cost of $5.00.

The Office of Community Engagement will provide a limited number of vouchers to cover the cost of Service Learning Student's TB Test through March 3rd. To receive a voucher please visit the Office of Community Engagement (Sierra Hall 422, UGS on the Roof).

For more information visit:
http://www.csun.edu/sites/default/files/TB%20Test%20Flyer%20Spring%202017%20_0.pdf

Share Your Experiences With Us

The Office of Community Engagement would like to hear about your Service Learning project. Help us showcase the difference CSUN students are making in the community every semester.
Submit your photos, videos and reflections by emailing communityengagement@csun.edu
with the subject line: **Share Your SL Experience Spring 2017**

CSUN Video/Photo Release Form

If you would like to take videos or photos at your learning site please ask your subjects to sign a CSUN Video/Photo Release form that can be found
at http://www.csun.edu/sites/default/files/visual_audio_image_release_form.pdf