

**COMMUNITY SERVICE LEARNING PLAN
(CSL-5)**

Student Name: _____ SFSU ID: _____

Address: _____

Phone # _____ Email: _____

Course Instructor: _____ Semester/Quarter: _____

Agency/Site: _____

Site Supervisor: _____ Phone #: _____

Address: _____

Approximate # of Hours _____ Beg. Date: _____ End Date: _____

Learning Objectives: What are the learning objectives of this community service learning experience? *(Note: Include class assignment objectives)*

Service Objectives: Identify and describe the nature of the service activities in which you will be engaged. The service objectives should be designed to help you work toward your learning objectives. *(Note: Student should fill out this section after securing a service assignment.)*

Emergency Information

In an emergency, please notify: Name: _____

Relation: _____

Work Number * ()
Home Number * ()
Cell Number * ()

Student's Initials _____

The Site Supervisor:

- Agrees to discuss any concerns about the service learner’s performance with him/her directly, and with the course supervisor if necessary.
- Agrees to monitor the student’s schedule, report hours to San Francisco State University and submit final evaluation of his/her achievement upon request.
- Agrees that the following relevant risks have been identified by the community organization (**fill out only if students are working at the premises**):

- 1.
- 2.
- 3.

SFSU recommends that the Site Supervisor or other agency representative cover the following points prior or on the Students’ first day of placement:

- Tour of site - location of restroom and break room.
- Indicate where, and with whom, students check in each time they arrive at the site.
- Indicate where the logbook will be kept (to record service hours).
- Review safety rules of the site, location of emergency exits, and emergency procedures.
- Introduce students to other staff at the agency.
- Review accident procedures at the site and what to do if a student or client is hurt.

I have reviewed the expectations for Site Supervisors described in this Community Service Learning Student Plan.

Site Supervisor Signature: _____ Date: _____

Site Supervisor Name _____ Phone # _____

SITE SUPERVISOR; PLEASE KEEP COPIES FOR YOUR FILES AND FOR CONTACT INFORMATION.

Faculty/Course Supervisor:

- I have examined and approved this learning plan and learning objectives. They are appropriate to the themes and topics of the community service learning course.

Faculty/Course Supervisor Signature: _____ Date: _____

Print Name _____

Student’s Initials _____

The Student agrees to abide by the following Community Service Learning parameters:

Desired Student Conduct

- **Ask for help when in doubt:** Your site supervisor understands the issues at your site and you are encouraged to approach him/her with problems or questions as they arise. He/She can assist you in determining the best way to respond to difficult or uncomfortable situations. Feel free to contact your professor or the Institute for Civic and Community Engagement with questions concerning your placement.
- **Be punctual and responsible:** Although you are volunteering your time, you are participating in the organization as a reliable, trustworthy and contributing member of the team. Both the administrators and the person(s) whom you serve rely on your punctuality and commitment to completing your service hours/project throughout your partnership.
- **Call if you anticipate lateness or absence:** Call the site supervisor if you are unable to come in or if you anticipate being late. Be mindful of your commitment, people are counting on you.
- **Respect the privacy of all clients:** If you are privy to confidential information with regard to the person(s) with whom you are working (i.e. organizational files, diagnostics, personal stories, etc), it is vital that you treat it as privileged information. You should use pseudonyms in your course assignments if you are referring to clients or the people you work with at the service site.
- **Show respect for the community-based organization you work for:** Placement within community programs is an educational opportunity and a privilege. Keep in mind, not only are you serving the community but the community is serving you by investing valuable resources in your learning.
- **Be appropriate:** You are in a work environment and are expected to treat your supervisor and others with courtesy and kindness. Dress neatly and appropriately. Use formal names unless instructed otherwise. Set a positive standard for other students to follow as part of CSU's ongoing Community Service Learning Program.
- **Be flexible:** The level or intensity of activity at a service site is not always predictable. Your flexibility to changing situations can assist the partnership in working smoothly and producing positive outcomes for everyone involved.
- **If you are injured:** You may make a claim at the community agency or you may get medical attention through the provider of your choice. If you decide to seek medical attention through your own provider, you will be responsible for covering expenses. Please beware that if later you wish to make a worker's compensation claim, it may not be accepted if the medical attention was provided by a non-authorized provider.

Unacceptable Student Conduct

SFSU Students must avoid unacceptable behavior. ICCE asks that students:

- **DON'T** report to service site under the influence of drugs or alcohol.
- **DON'T** volunteer or accept to drive an agency vehicle.
- **DON'T** give or loan a client, money or other personal belongings.
- **DON'T** make promises or commitments to a client you cannot keep.
- **DON'T** give a client or agency representative a ride in a personal vehicle.

Student's Initials _____

- **DON'T** tolerate verbal exchange of a sexual nature or engage in behavior that might be perceived as sexual with a client or community organization representative.
- **DON'T** tolerate verbal exchange or engage in behavior that might be perceived as discriminating against an individual on the basis of their age, race, gender, sexual orientation, ability, or ethnicity.
- **DON'T** engage in any type of business with clients during the term of your service.
- **DON'T** enter into personal relationships with a client or community partner representative during the term of your service.

PLEASE READ:

1. If your site supervisor has not followed the guidelines described in page two of this document, please contact SFSU faculty.
2. If you have engaged in unacceptable conduct, contact the site supervisor (community agency's representative) and SFSU faculty.
3. If you are injured in the process of performing your duties for the community agency and the agency provides workers' compensation, you must make a claim at the community agency by first contacting your site supervisor. If medical services are required, you **MUST** see the community agency's authorized medical providers.
4. In addition, you must notify your faculty representative at 338-_____, and SFSU Institute for Civic and Community Engagement at 338-6419.

THE STUDENT

- Agrees to act in a responsible manner while placed in a community service learning site, and abide by all rules and regulations that govern the site in which he/she has been placed.
- Understands the connection between the community service learning course and the service and learning objectives to be fulfilled at the service site.
- Has or will participate in an orientation and read the above stated Desired Student Conduct and Unacceptable Student Conduct and understands his/her role as a community service learning student in working with the community partner.
- Agrees to devote a total of _____ hours during the _____ semester in order to fulfill the service objectives described above.
- Agrees to complete any forms, evaluations or other paperwork required by either the course or the site supervisor.

Student Signature: _____

Date: _____

Print Name _____

RETURN TO FACULTY BY: _____.

Student's Initials _____