



SERVICE LEARNING FORMS AND ONLINE PROCESSES

(<http://csumb.edu/service>)

REQUIRED STUDENT FORMS

- 1) Learning Agreement
 - Must be completed before beginning service
 - Submitted to the Faculty and kept for the semester
 - Submitted to the SLI at the end of the semester

- 2) Service Learner Activity & Time Log
 - Completed throughout the semester by student
 - Signed by the Supervisor at the end of the semester
 - Submitted to the Faculty as part of the final grading process
 - Submitted to the SLI at the end of the semester

ONLINE PROCESSES

- 1) Students register their service site online (MySLP - <https://app.calstates4.com/csumb/>)
 - Must be completed before beginning service

- 2) Student evaluation of the service learning experience
 - Online evaluation email link sent to students by Campus Labs
 - Completed before the end of the semester (December/May)

OPTIONAL FORMS

- 1) Evaluation of the SL Student Performance by Agency
 - Sample attached (p6); PDF available at <https://csumb.edu/sites/default/files/images/st-block-153-1436217058827-raw-evaluationofstudentbyagency.pdf>
 - Completed by the agency site supervisor at the end of the semester
 - Submit to the professor as part of the final grading process
 - Professor decides and provides due date and submission instructions! (E.g., you can direct students to collect their evaluation and submit it to you or have the community agency submit it directly via email (pdf) or snail mail)

- 2) Limited: Short-Term Student Placement Agreement
 - Remember: "Rule of ONE": Short-Term Agreements are for one-time placements with a new organization and for one student only!
 - Submit Short-Term Agreements immediately to SLI to create online registration capability for your student. **Please submit completed and signed Short-Term Agreement forms by week #6** to: Aline Renya, Coordinator of Community Partnerships. Campus address: SLI, Pacific Hall, Bldg. 44.

REQUIRED FORMS FOR COMMUNITY PARTNERS

- 1) Community Partner Site Assessment
 - Completed by Faculty of SLI Staff as part of initial contact and risk management assessment
 - Turned in to SLI

- 2) University Agency Agreement for Placement of Students (UAAPS)
 - Formal contract signed by E.D. of organization, CSUMB program director and CSUMB risk management



Learning Agreement
2-Page Document

FACULTY: This form is **REQUIRED** of all service-learning students in the CSU System. Return completed forms to the Service Learning Institute on or before the last day of the assessment period.

STUDENTS: Please complete this form and return **with all required signatures** to your course instructor.

Student Name: _____ **Email Address** _____
Current Address _____ **City** _____
Cell Phone#: _____ **Zip:** _____

Emergency Contact Name: _____ **Relationship** _____
Best contact phone number (____) _____

Course Name _____ **Sem/Yr** _____
Course #: _____ **Section #** _____
Faculty Name _____ **Email Address:** _____

Agency Name: _____
Site Address: _____
City: _____ **Zip:** _____
Site Supervisor/Teacher Name: _____
Direct Phone #: _____ **Email Address:** _____

Learning Objectives:

What do you hope to learn from this service experience? Include relevant course learning outcomes, as well as specific learning objectives related to your service work at a site.

Service Activities:

Identify and describe the nature of the service activities in which you will be engaged. Be specific in describing your responsibilities & duties.

Learning Agreement

Student: I have read the *Service Learning Guide for Students* (<http://service.csumb.edu/site/x4079.xml>) and I am familiar with the *Guiding Principles for Reducing Risk in Service Learning*.

1. I agree to act in a responsible manner while representing California State University at the service learning placement site, and abide by all rules and regulations that govern the site in which I have been placed.
2. I have reviewed and understand the benefits and risks listed in organization's **Health and Safety** profile on the Service Learning Institute's My Service Learning Placement (MySLP) (<http://myslp.csumb.edu>).
3. I understand the connection between the service learning course, and the service and learning objectives to be fulfilled at the service site.
4. I have participated in an orientation at my service site and understand my role as a service learning student in working with the community partner.
5. I agree to work according to the schedule below to fulfill my service assignments. Any variation to these hours will be in agreement with my site supervisor.
6. I agree to complete any forms, evaluations or other paperwork required by either the course or the site supervisor.

Total Service Hours for: Semester: _____ Hours/Week: _____ Start Date: _____ End Date: _____

Days of Service:	Mon	Tue	Wed	Thu	Fri	Sat
Time of Service						

Student Signature: _____ (Signature) _____ Date: _____

Student Name: _____ (Print first & last name) _____

Site Supervisor: I have reviewed the expectations for Site Supervisors described in the **University-Agency Agreement for Placement of Students** (<http://service.csumb.edu/site/x9637.xml>)

1. I have reviewed the student's service and learning objectives and have determined that they constitute an appropriate service learning assignment.
2. I agree to guide this student's work and to submit a brief final evaluation of his/her achievement to the course instructor at the end of the service assignment.
3. I agree to complete a survey regarding the quality of services provided by the Service Learning Institute.
4. I agree to discuss any concerns about the service learner's performance with him/her directly, and/or with the course instructor and Service Learning Institute staff if necessary. Telephone: 831-582-3644 or service_learning_institute@csumb.edu
5. I understand that the student will complete an evaluation of his/her service learning experience at my organization, and that this information may be used in Service Learning Institute publications and reports. All names and institutional identifications will be kept confidential.

Site Supervisor Signature: _____ (Signature) _____ Date: _____

Site Supervisor Name & Title: _____ (Print first & last name and title) _____

Agency & Program Name: _____ (Print) _____

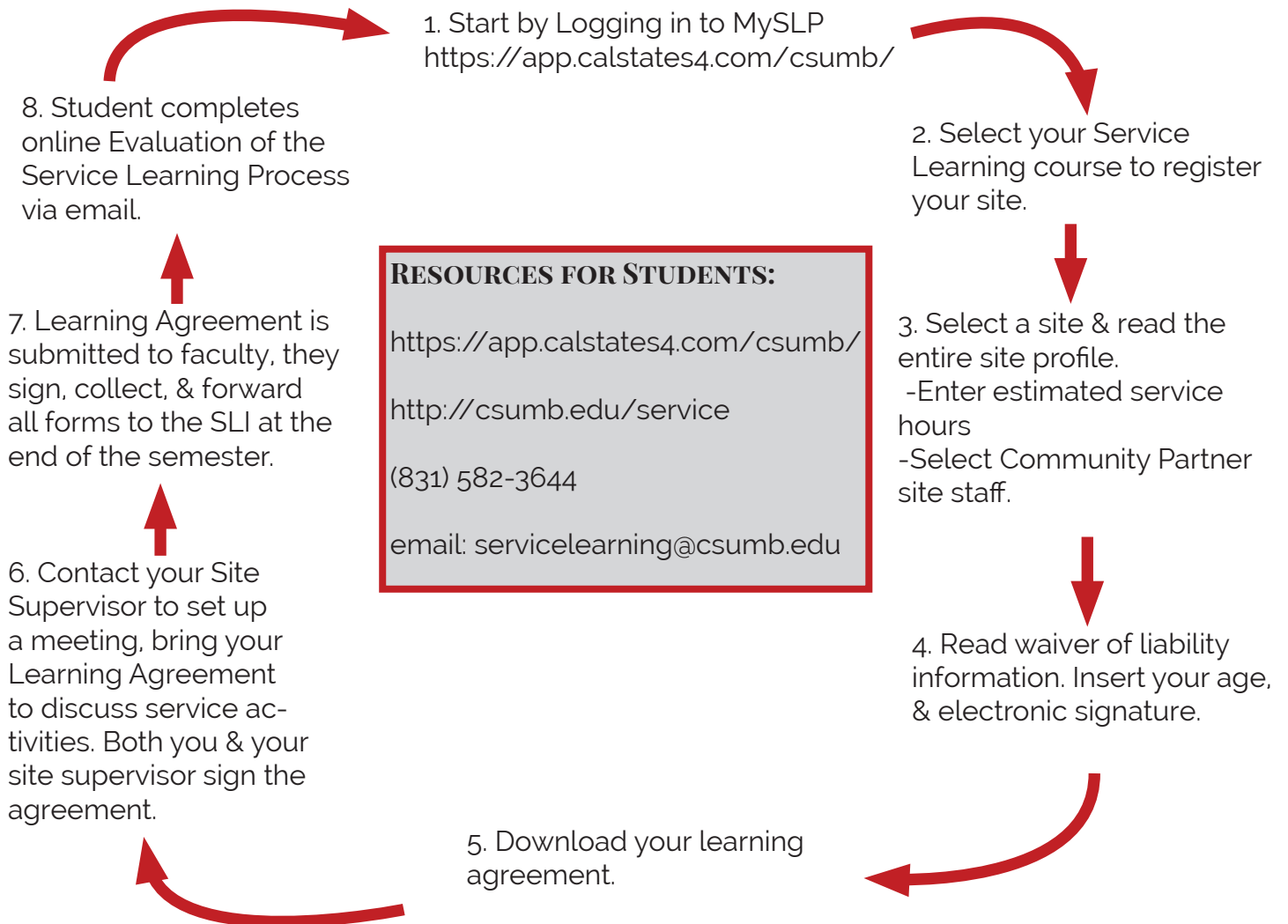
Faculty/Course Supervisor: I have examined and approved the student's service and learning objectives. They are appropriate to the themes and topics of this Service Learning course.

1. I agree to provide assignments that will contribute to the student's ability to fulfill this Service Learning Agreement.
2. I agree to discuss concerns the site supervisor or service learner may have about this course.

Faculty/Course Supervisor _____ (Signature) _____ Date: _____

MYSLP SERVICE LEARNING PLACEMENT PROCESS

STUDENT INSTRUCTIONS



- **Learning Agreements** are required of all service learning students in the CSU system, Return completed forms to your faculty on or before the last day of the assessment period
- Service Learning hours are documented on a **CSUMB Service Learner Activity & Time Log**, Logs are completed by student, signed by a community partner site supervisor and submitted to faculty at the end of the semester/upon completion of service hours.
- For assistance with the placement process contact or visit the Service Learning Institute, **Pacific Hall Building 44** or call **831-582-3644**

EVALUATION of SL Student Performance BY AGENCY*

***Service Learning student delivers this form to the placement site supervisor then returns completed original to their faculty /instructor. The student is responsible for making and distributing copies to their site supervisor for her/his own records.**

Student Name: _____ Date: _____

Agency: _____ Student's Supervisor: _____

Evaluation Period: _____ Approximate # of Hours Worked: _____

Course Name: _____ Instructor Name: _____

Please rate the service learner's performance in the following areas: (1-Unsatisfactory, 2-Needs Improvement, 3- Satisfactory, 4-Commendable, and 5- Outstanding):

1. Fulfillment of Learning Agreement Goals & Objectives	1	2	3	4	5	NA
2. Sensitivity toward people with whom s/he worked.....	1	2	3	4	5	NA
3. Responsibility for regular attendance.....	1	2	3	4	5	NA
4. Responsibility for regular punctuality.....	1	2	3	4	5	NA
5. Quality of performance of service activities	1	2	3	4	5	NA
6. Commitment to completing tasks?	1	2	3	4	5	NA
7. Adaptability to changes (i.e. scheduling, agency needs, etc.)	1	2	3	4	5	NA
8. Respect for confidentiality.....	1	2	3	4	5	NA
9. Awareness of agency mission & role in the community	1	2	3	4	5	NA
10. Enthusiasm for service activities.....	1	2	3	4	5	NA
11. Benefit of service provided to agency.....	1	2	3	4	5	NA

B. Please explain any less than satisfactory ratings (i.e. rating of 1 or 2). _____

C. Please comment on the student's greatest strengths and any areas for improvement that may assist the course instructor in evaluating the student's ability to enter, participate in and exit your community agency responsibly and sensitively. Also, is there anything this service learner did that was particularly creative or noteworthy? Feel free to continue comments on other side of form.

Please complete and return this evaluation to the student so he/she can deliver it to the relevant faculty no later than **the last week of classes of a semester**. This evaluation will be considered in assessing the student's performance in his/her service learning course. If you have any questions, contact the Service Learning Institute at (831) 582-3644. *Thank you!*

Signature of Student Supervisor

Signature of Student Service Learner

Date