

Faculty Community-Based Education Checklist

A Step by step guide to creating an opportunity

What is community-based education? Community-based education can be either service learning or an academic internship. An internship is the formal integration of the student's academic study with practical experience in a cooperating organization. An on- or off-campus activity designed to serve educational purposes by offering experience in a service learning, business, non-profit, or government setting, and requires students to engage in supervised academic study through activities in an applied setting.

Whether you have contacted the organization that you believe would have an opportunity available or an organization has contacted you regarding an opportunity, the steps are the same.

1. Determine whether the site offers appropriate learning opportunities for your students. If so, a brief written assessment will need to be completed online at <https://www.csustan.edu/service-learning/faculty/request-start-internship> that includes the following information:
 - a. The potential of the site to provide an educationally appropriate experience.
 - b. Any foreseeable risks (foreseeable hazards that may harm the student, e.g. persons, environment, crime, animals, materials, exposure, activities, minors, substances, etc.) the students may face during their opportunity. For example, at some sites students may be working with clients that abuse drugs or alcohol, other sites may be in high crime areas etc. A risk is a foreseeable hazard that may harm the student, such as a person, environment, crime, animals, materials, exposure, activities, minors, substances, confidential information etc. Contact the Office of Service Learning if you need help.
 - c. Identify a site supervisor for the students.
 - d. How does this potential internship tie in with the students' academic study?
 - e. What skills or selection requirements are necessary for the student to participate?
 - f. Include a brief position description that will detail the work of the student.
 - g. Confirm that the Office of Service Learning has a Memorandum of Understanding (MOU) with the site by checking StanServes S4. If it is not listed, let the Office of Service Learning know it needs to obtain an MOU. This process can take anywhere from a week to 90 days depending on the organizations' requirements.
2. Have the agency complete the the online 'Community Partnership Request' form. This is a safety and risk questionnaire to only be completed by an agency/organization's staff. In addition, a site visit of the agency or organization at which the student will undertake their service learning or internship experience maybe needed after review of the 'Community Partnership Request'. The purpose of the questionnaire and the site visit is to determine the following: that the organization can provide an academically appropriate experience, to determine the potential risks the students may encounter and to communicate with the Site Supervisor at the organization.

**Please note the site visit may be bypassed if the Office of Service Learning deems low-risk from the Community Partnership Request form and has sufficient knowledge of the learning site. This may be accomplished by an online review, published materials, direct contact with the site, or a history of approved site visits.*
3. Once the MOU is completed, the students will need to sign into StanServes S4 to complete the Student Learning Plan, Participation Guidelines and Liability Waiver PRIOR to the start of their hours. These forms ask for student contact information, emergency numbers to call and discusses the student participation guidelines at the sight.