California State University, Stanislaus

**Policy for Service Learning Student Placements**

21/AS/17/SEC Revision to Policy for Service Learning Student Placements

1. **Purpose**

The California State University recognizes the beneficial educational purpose of service learning, as well as the need to maximize the educational experience while minimizing the risks to participants and the University’s liability exposure.

1. **Scope of Policy**

This policy applies to all enrolled students at CSU Stanislaus.

1. **Definitions**

*Academic Department:* Personnel to include CSU Stanislaus faculty, staff, and students.

*Agency:* Business, company, organization, or bureau that provides a particular service or is authorized to act for others.

*Community Service:*Any work provided by individuals that contributes to the quality of life in the community. When the community service is part of the academic course work, and when the community service relates directly to the course content, it is considered service learning.

*Faculty Member:* A full- or part-time academic professional or closely-related employee (librarians, counselors, and employees with academic rank) whose duties pertain to instruction, instructional support, and/or student counseling.

*Memorandum of Understanding (MOU):* The written agreement between CSU Stanislaus and the Agency Site (off-campus location), that includes (but is not limited to) the University and Agency contact information, the statement of purpose, the priorities and program activities, the structure and support of students, the length of the agreement term, general provisions (including insurance and liability requirements), and any other considerations specific to the student placements.

*Office of Service Learning:* The designated campus office (provost’s designee) responsible for campus compliance with this policy.

*Service Learning:* An innovative pedagogy (educational approach) that empowers students to learn through active participation in meaningful and planned community service or community-based research experiences that are directly related to course content. Through reflective activities, students enhance their understanding of course content, sense of social responsibility, general knowledge, self-awareness, and commitment to the community.

*Service Learning Student Agreement:* The written agreement between the enrolled student, the Agency site, and the CSU Stanislaus faculty member, that includes student and organization contact information, student learning outcomes, academic credit unit value, placement logistics, insurance requirements, risk awareness, informed consent, release of liability, and other special considerations specific to the service learning placement.

*Service Learning Course:* An academic course (in any discipline) that provides students opportunities to participate in organized community service or community-based research experiences that meet community needs while linking the community service or community-based research experiences to the course content.

*Service Learning Site:* The Agency site where the Service Learning experience occurs.

*Service Learning Site Supervisor:* The Agency individual who supervises the student at the Service Learning Site.

*Student*: A person enrolled at CSU Stanislaus in credit-bearing courses.

1. **Responsibilities**

The CSU Stanislaus President delegates authority for the implementation of this policy to the Provost and Vice President for Academic Affairs.

The CSU Stanislaus Provost and Vice President for Academic Affairs may delegate the a) authority for the implementation of this policy, and b) the responsibility for the development, annual review, and maintenance of the MOUs for the Student Placements to the Office of Service Learning.

All CSU Stanislaus Academic Departments shall comply with the procedures regarding the placement of Service Learning students. (Note: For interdisciplinary or multidisciplinary Service Learning courses, a designated Academic Department affiliation is necessary for enrolled students to participate in a Service Learning experience.)

The CSU Stanislaus Risk Manager shall provide risk management and liability requirements consultation and training to faculty and staff concerning MOUs, Service Learning Student Agreements, and procedures.

1. **Laws, State Codes, Regulations and Guidelines**

California State University – Use of Approved Waiver of Liability Executive Order No. 1051

<http://www.calstate.edu/eo/EO-1051.pdf>

**CSU's Resource Guide for Managing Risk in Service Learning (2011)**

<http://www.calstate.edu/cce/resource_center/documents/CCE_ResGuide_2011_webvs_Final.pdf>

Student Academic Field Experience for Credit Liability Insurance Fee - Executive Order No. 1012

<http://www.calstate.edu/EO/EO-1012.pdf>

Student Professional Liability Insurance Fee - Executive Order Number 986

<http://www.calstate.edu/EO/EO-986.pdf>

21/AS/17/SEC Revision to Policy for Service Learning Student Placements (previously 36/AS/13/UEPC – Policy for Service Learning Student Placements) was approved by the Academic Senate on December 5, 2017

Approved by President Ellen Junn on February 16, 2018