

Checklist of Faculty Requirements for Service Learning Courses

Be sure there is a Service Learning Agreement established between the Community Partner / Agency and the University. This agreement should be on file in the Service Learning Center and the Risk Management Office – for each of your community partners. Contact the Service Learning Center for assistance in completing these agreements.

Know if the Community Partner is covering the Workers Compensation Insurance for Students. Yes -or- No

If No, then there are two (2) steps that must be taken for each student places with a community partner which is not covering workers compensation.

1. Each student must complete a CSU Volunteer Appointment Form. Copy it and send the original to Human Resources
2. Each student must use the Student Time Logs (manual / website) documenting the exact hours of service. (Please note that a student may only be at the site for the agreed-upon hours of service, until the course is complete. Once completed the student is independent of the University and your course. At that point they can make their own arrangements to work with the Partner.)

Utilize the Student Learning Plan as part of your course assignments. Each faculty member is required to maintain a copy of these for each student.

Contact the Department Administrative Coordinator to assign an “S” designation to the course.

I have read and understand the above requirements for implementing a Service Learning Course at Humboldt State University.

Faculty Name

Signature

Course Title and #

Date

Return to Service Learning Center -- Nelson Hall West 139. Fax: 826-4960

Quick Service Learning To-Do Checklist:

- Service Learning Center or Faculty have completed agency site visit
- Service Learning Agreement in place between agency and University
- CSU volunteer Appointment forms, completed (as applicable), original to HR, copies on file in faculty office
- Learning Plan completed by each student and on file in faculty office
- Time Logs utilized for each student, maintained on service site
- Emergency Contact form completed and on file in faculty office