## Service-Learning Course Planning Checklist for Faculty

Faculty from CSU Campuses not on CalState S4 designing a service-learning project for their course must ensure that the community organization is an authorized Learning Site that has an approved and current University-Agency Agreement on file with the University. This document must be stored at the faculty department office or designated Center for Community Engagement Staff for three years after the conclusion of the service-learning project.

Learning Site Name: Website:

Learning Site Contact: \_ Title:

Contact Email: Contact Phone:

Learning Site Address (1):

Street Address City State Zip

Learning Site Address (2):

Street Address City State Zip

**I.** **Discuss the student learning objectives for the project:**

a. How will this project complement the student learning outcomes of the course?

b. How will students be able to apply the concepts learned through the course in this respective service-learning project? academic discipline?

**II. Discuss the service objectives for the course:**

1. What will the students do at the learning site(s) to fulfill the student learning outcomes of the course?

**III. Determine what needs to be done to prepare students for their service-learning experience:**

1. Identify any health and safety requirements that are needed (i.e., fingerprinting, background check, TB test, etc.).
2. Will students need any specific certification(s) or training(s) prior to placement? ☐ NO ☐ YES

If yes, please identify the specific certification(s)/training(s) required: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**IV. Discuss the logistics of the service-learning project:   
  
a**. How many students can be placed at the learning site(s)? ☐ 1-10 ☐ 11-20 ☐ 21-30 ☐ 31 +

b. How many hours per week are students expected to be at the learning site(s)? ☐ 1-2 ☐ 2-4 ☐ 4-6 ☐ 6 +

**V. Who will supervise the students while at the learning site(s)?**

1. Learning Site Supervisor (1): Title:

Email: Phone:

1. Learning Site Supervisor (2): Title:

Email: Phone:

1. Will the students meet with their site supervisor(s) prior to their first day of service? ☐ NO ☐ YES
2. Will the student orientation be conducted virtually? ☐ NO ☐ YES
   1. If not, where will orientation take place? What at is the plan for coordinating effectively?
3. How will the supervisor check-in with the student on a regular basis?
4. What method, if any, is in place for evaluating the student’s work?
5. Does the virtual learning activity require the student to remotely access somebody else’s private residence? Will that include vulnerable populations? If so, follow the same guidelines you would work with any vulnerable population.

**VI. Will students be provided with all the necessary materials/tools for this project (i.e., art supplies, tutoring guides, etc.)?** ☐ NO ☐ YES

1. If no, please identify the specific materials/tools required:

**VII. Will students be reimbursed for anything related to the service-learning project (i.e., mileage, purchases, Background Checks, training)?**

☐ NO ☐ YES

1. If yes, please identify the specific items students may be reimbursed for: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**VIII. Will students ever operate machinery or heavy equipment beyond the scope of office equipment?**  ☐ NO ☐ YES

1. If yes, please identify the specific machinery and equipment that our students may be asked to operate:

**IX. Will students ever use any personal protective equipment (PPE)?** ☐ NO ☐ YES

1. If yes, identify each of the required PPE and their purpose(s):

**X. Will students ever drive their personal vehicles as a representative of the learning site?**  ☐ NO ☐ YES

a. If yes, please provide additional details:

**XI. Will students ever operate a company car, or a car owned by a representative of the learning stie?** ☐ NO ☐ YES

a. If yes, please provide additional details:

**XII. Will students be required to become official volunteers with the learning site?** ☐ NO ☐ YES

1. If yes, please identify all waivers and forms required by learning site:
2. If yes, will these forms be provided to students in an electronic format prior to placement? ☐ NO ☐ YES

**XIII. Will students be required to complete any official forms to participate in the project with the learning site?** ☐ NO ☐ YES

1. If yes, please identify all forms required: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. If yes, will these forms be provided to students in an electronic format prior to placement? ☐ NO ☐ YES

**Please refer to the Orientation Checklist for further information to be discussed with the learning site.**(The Orientation Checklist form can be accessed via the Center for Community Engagement’s [Risk Reduction website page](https://www.calstate.edu/impact-of-the-csu/community/center-for-community-engagement/Pages/csu-resource-guide-for-risk-reduction.aspx))