

CSU CHANNEL ISLANDS STUDENT LEARNING PLAN

Student Name: _____ Student ID#: _____

Address: _____

Phone # _____ Email: _____

Course Instructor: _____ Semester/Quarter: _____

Agency/Site: _____

Site Supervisor: _____ Phone #: _____

Address: _____

Approximate # of Hours _____ Beg. Date: _____ End Date: _____

Learning Objectives: What are the learning objectives of this service experience. *(Note: Include class assignment objectives)*

Service Objectives: Identify and describe the nature of the service activities in which you will be engaged. The service objectives should be designed to help you work toward your learning objectives. *(Note: Student should fill out this section after securing a service assignment.)*

The Site Supervisor:

Site Supervisor Signature: _____ Date: _____

Faculty/Course Supervisor:

I have examined and approved this learning plan.

Faculty/Course Supervisor
Signature: _____ Date: _____

CSU CHANNEL ISLANDS

STUDENT LEARNING PLAN

The Student agrees to abide by the following Guidelines and Limitations

Guidelines

- ◆ **Ask for help when in doubt:** Your site supervisor understands the issues at your site and you are encouraged to approach him/her with problems or questions as they arise. He/She can assist you in determining the best way to respond to difficult or uncomfortable situations. Feel free to contact your professor or the service learning office with questions concerning your placement.
- ◆ **Be punctual and responsible:** Although you are volunteering your time, you are participating in the organization as a reliable, trustworthy and contributing member of the team. Both the administrators and the person(s) whom you serve rely on your punctuality and commitment to completing your service hours/project throughout your partnership.
- ◆ **Call if you anticipate lateness or absence:** Call the site supervisor if you are unable to come in or if you anticipate being late. Be mindful of your commitment, people are counting on you.
- ◆ **Respect the privacy of all clients:** If you are privy to confidential information with regard to the person(s) with whom you are working (i.e. organizational files, diagnostics, personal stories, etc), it is vital that you treat it as privileged information. You should use pseudonyms in your course assignments if you are referring to clients or the people you work with at the service site.
- ◆ **Show respect for the community-based organization you work for:** Placement within community programs is an educational opportunity and a privilege. Keep in mind, not only are you serving the community but the community is service you by investing valuable resources in your learning.
- ◆ **Be appropriate:** You are in a work situation and are expected to treat your supervisor and others with courtesy and kindness. Dress neatly and appropriately. Use formal names unless instructed otherwise. Set a positive standard for other students to follow as part of CSU's ongoing Service Learning Program.
- ◆ **Be flexible:** The level or intensity of activity at a service site is not always predictable. Your flexibility to changing situations can assist the partnership in working smoothly and producing positive outcomes for everyone involved.

Limitations

- ◆ DON'T report to your service site under the influence of drugs or alcohol.
- ◆ DON'T give or loan a client, money or other personal belongings.
- ◆ DON'T make promises or commitments to a client you cannot keep.
- ◆ DON'T give a client or agency representative a ride in a personal vehicle.
- ◆ DON'T tolerate verbal exchange of a sexual nature or engage in behavior that might be perceived as sexual with a client or community organization representative.

CSU CHANNEL ISLANDS STUDENT LEARNING PLAN

- ◆ **DON'T** tolerate verbal exchange or engage in behavior that might be perceived as discriminating against an individual on the basis of their age, race, gender, sexual orientation, ability, or ethnicity.
- ◆ **DON'T** engage in any type of business with clients during the term of your service.
- ◆ **DON'T** enter into personal relationships with a client or community partner representative during the term of your service.

* If you feel that your rights have been or may be violated, or that any of the above stated limitations have been violated please contact the site supervisor and/or instructor.

The Student:

Agrees 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 he/she has been placed.

Understands the connection between the service-learning course, and the service and learning objectives to be fulfilled at the service site.

Has or will participate in an orientation and read the above stated guidelines and limitations and understands his/her role as a service-learning student in working with the community partner.

Understands and acknowledges the risks involved with this service placement, and enters into this service-learning placement fully informed and aware. *(Note to Faculty: If specific and/or considerable risk factors are present at this agency and/or placement, it is advisable to list them here.)*

1.

2.

Agrees to devote a total of _____ hours during the _____ semester in order to fulfill the service objectives described above.

Agree to complete any forms, evaluations or other paperwork required by either the course or the site supervisor.

I have read and understand the entire learning plan.

Student Signature: _____

Date: _____