

# How to Register with a Community Partner Using CSUCI SERVES

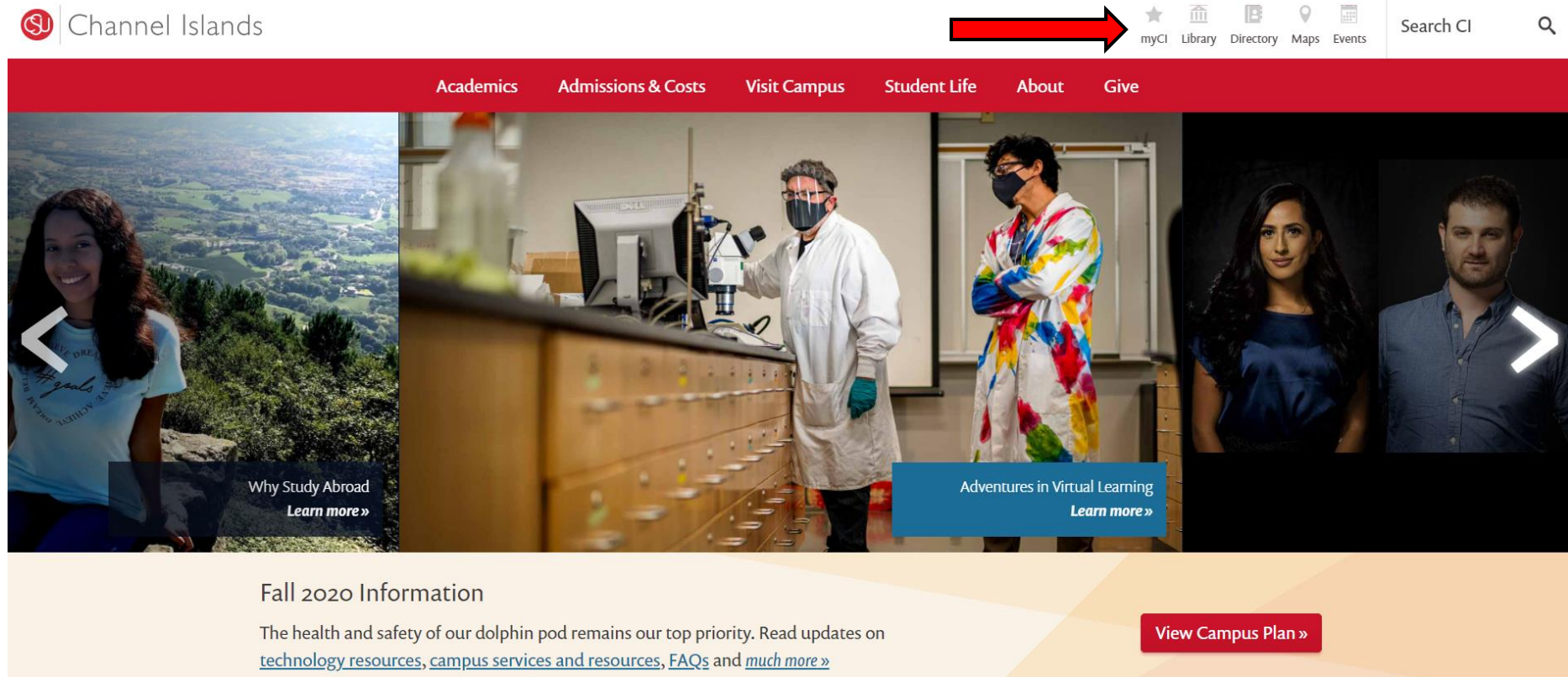
The Center for Community Engagement



Make sure you are using Google Chrome internet browser to be able to log in to CSUCI Serves.



# 1. Start at the CSU Channel Islands homepage and click on MyCI to be able to log in to CSUCI Serves



The screenshot shows the CSU Channel Islands homepage. At the top left is the CSU Channel Islands logo. To the right is a navigation bar with icons for myCI, Library, Directory, Maps, and Events. A red arrow points to the myCI icon. Further right is a search bar labeled "Search CI". Below the navigation bar is a red menu bar with links for Academics, Admissions & Costs, Visit Campus, Student Life, About, and Give. The main content area features three large images with text overlays: "Why Study Abroad" with a "Learn more »" link, "Adventures in Virtual Learning" with a "Learn more »" link, and "Fall 2020 Information" with a "View Campus Plan »" button. The "Fall 2020 Information" section includes the text: "The health and safety of our dolphin pod remains our top priority. Read updates on [technology resources](#), [campus services and resources](#), [FAQs](#) and [much more](#) »".



## 2. Type in your Dolphin name and password. Click **SIGN IN**.

myCI

Dolphin Name

studentci

Dolphin Password

.....

Sign In

[Reset Password](#) | [Help](#)

NEW TO CI?

[Activate your account](#)

[Help](#)

T&C UPDATES

2016-10-08 - 4:00 PM - Scheduled Maintenance

[Help](#)



## 2. Select your preferred method for two-factor authentication.

Welcome to myCI

Authentication with Duo is required for the requested service.



Settings

Send Me a Push

Call Me

Enter a Passcode

### Related Links


[What is Two Factor Authentication \(2FA\)?](#)

[Two Factor Authentication - FAQ's](#)

[Instructions to Register for Duo](#)



### 3. Once you have signed in, click on the **CSUCI Serves** tab located in your CSUCI Dashboard.

 <b>CI Learn</b> View course information and materials using Canvas		 <b>Webmail</b> Employee email system, powered by Microsoft Outlook		 <b>CI Records</b> Student registration and records system	
 <b>CI Personnel</b> Employee and departmental records and data management		 <b>CI Docs</b> Google Drive @ CSUCI: create and share documents		 <b>Library Resources &amp; Services</b> Access Library databases and your Library account	
 <b>Directory</b> Search student, faculty, staff, and department information		 <b>Calendars</b> Academic calendar, registration/fee deadlines, holidays & more		 <b>University Catalog</b> Course descriptions, pre-requisites, areas of study and more	
 <b>Schedule of Classes</b> Term schedules, fees, changes, cancellations & more		 <b>Events at CSUCI</b> View/schedule university events and available venues		 <b>Academic Advising</b> Meet an advisor to plan academic and career goals	
 <b>CI Keys</b> Create and manage your own domains and websites		 <b>Alert Settings</b> Manage your emergency notification & special alerts settings		 <b>CSync for clubs &amp; orgs</b> Student club and organization portal	
 <b>DOCK Online</b> Manage your DolphinOne Card account		 <b>LinkedIn Learning</b> Video-based training on technology and business topics		 <b>CI Wireless Settings</b> Register your game console & manage guest wireless	
 <b>CI Parking Permits</b> Purchase student parking permits online		 <b>CSUCI SERVES</b> Database for service-learning opportunities and locations		 <b>CSU Learn</b> Employee training portal for mandatory & development courses	
 <b>OneCI</b> Data warehouse and institutional reporting repository		 <b>CSYou</b> Intranet portal for California State University employees		 <b>ITS Solution Center</b> Request IT Services. Previously known as Help Desk.	



## 4. Click STUDENT/FACULTY LOG IN.



Student/Faculty Log In

Community Partner Log In

## CSUCI SERVES



### Welcome to the CSUCI SERVES Homepage!

Browse over 85 service-learning sites at non-profit organizations, schools, and government agencies in the Ventura and Santa Barbara areas serving a wide range of community issues and needs. Click on the site pin to find organization details, potential service-learning projects and contact information for site supervisors.

**Service-learning students: Please contact your site supervisor BEFORE logging in to register for your site.**



## 5. Choose CSU Channel Islands and click **LOG IN**.

**Select your campus**

You will be redirected to your campus' login page.

- Cal Poly Pomona
- California Maritime Academy
- Chancellor's Office
- CSU Channel Islands**
- CSU Chico
- CSU Dominguez Hills
- CSU East Bay
- CSU Fullerton
- CSU Long Beach
- CSU Los Angeles

**Are you a Community Partner?**

[Log in here](#)





## 6. Find your course and click **PLACE**.

### Welcome to CSUCI SERVES!

To create a site placement at an organization, please choose your service-learning course and click Place. Then, select your site and fill out your service-learning forms.

For assistance with placements, please email [ci.serves@csuci.edu](mailto:ci.serves@csuci.edu).

#### Course

Spring 2021	COMM 328 (01): Community-Based Storytelling	<a href="#">Place</a>
Spring 2021	COMM 499 (03): Capstone Project	<a href="#">Place</a>

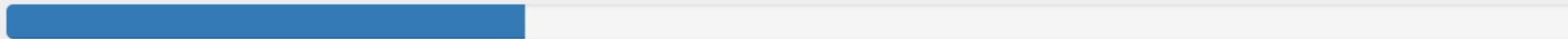
### View my placements

You have 0 current placements and 0 past placements.



## 7. Click on **SEARCH BY SITE**.

### Placement Progress

[Start over](#)

**Program:** Service Learning - **Course:** COMM 328 (01): Community-Based Storytelling

### Search by site

If you know the name of the site (organization) where you are serving, find the site and continue your placement process.

[Search by site](#)

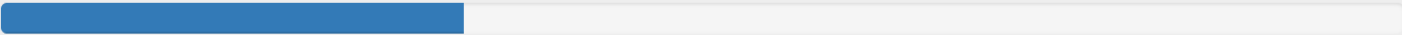
### Search by opportunity

If you know the name of your opportunity (for example a specific project or internship), find the opportunity and continue your placement process.

[Search by opportunities](#)

8. Search for your site by typing in the site name or use the searchable fields. Click on **APPLY**.

Placement Progress

 Start over Continue

Program: Service Learning - Course: COMM 328 (01): Community-Based Storytelling

## Sites

Displaying 1 - 25 of 25+  
Search fields are exclusive. [What's that?](#)

Program	Site name	Contains	City	Organization Type
<input type="text" value="Service Learning x"/>	<input type="text" value="Cancer Support Community"/>		<input type="text"/>	<input type="text" value="Choose some options"/>
Focus Population	Focus Area(s)	Additional Focus Area(s)	Keyword	
<input type="text" value="Choose some options"/>	<input type="text" value="Choose some options"/>	<input type="text" value="Choose some options"/>	<input type="text"/>	
Site Tags				
<input type="text"/>	<input type="button" value="Apply"/>			

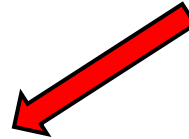


## 9. Click on the **SITE WHERE YOU ARE SERVING.**

### Cancer Support Community - Valley/Ventura/Santa Barbara

530 Hampshire Road, Westlake Village, 91361

Our mission is to ensure that all people impacted by cancer are empowered by knowledge, strengthened by action, and supported by community.



**Program(s):** Service Learning, Curricular Cmty Eng Lrng

**Type:** Charity Organization/Foundation (Non-profit)

**Focus Population:** Adults, Children/Youth, College Students, Companies/Institutions, Families, Females, Guardians/Parents, LGBTQA, Males, Non-specific/any population, People Experiencing Illness, Seniors, Teens/Young Adults

**Focus Area:** Health & Medicine

### Canine Adoption and Rescue League

901 Mission Rock Rd, Santa Paula, 93060

**Service-learning opportunities include but are not limited to:**

- Grounds beautification project
- Fundraising
- Dog Handling - Dog handlers receive extensive 2-hour training in addition to an orientation
- Assisting with Saturday adoption events
- Promotion/Social Media...

**Program(s):** Service Learning

**Type:** Human, Social, or Employment Services (Non-profit)

**Focus Population:** Animals

**Focus Area:** Animal Welfare, Education



# 10. Click SELECT THIS SITE.

## Placement Progress


[Start over](#)
[Continue](#)

Program: Service Learning - Course: COMM 328 (01): Community-Based Storytelling

## Cancer Support Community - Valley/Ventura/Santa Barbara

[Select this site](#)

[Back to Sites list](#)

### Organization Description

Our mission is to ensure that all people impacted by cancer are empowered by knowledge, strengthened by action, and supported by community.

### Health & Safety/Requirements

#### Additional requirements

Computer Literacy, Health Check/Screening (e.g. temperature screening, COVID-19 test), Must be 18 or older

### Site Details

#### Address:

530 Hampshire Road

### Program(s):

Service Learning  
Curricular Cmty Eng Lrng

### Organization type:

Charity Organization/Foundation (Non-profit)

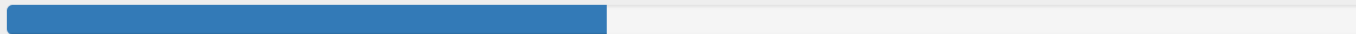
### Focus Population:

Adults, Children/Youth, College Students,  
Companies/Institutions, Families, Females,  
Guardians/Parents, LGBTQA, Males, Non-specific/any  
population, People Experiencing Illness, Seniors,



# 11. Select the Opportunity OR Select Site Staff

## Placement Progress

[Start over](#)

**Program:** Service Learning - **Course:** COMM 328 (01): Community-Based Storytelling - **Site:** Cancer Support Community - Valley/Ventura/Santa Barbara

## Select Opportunity

[Skip this step](#)

"Dear Cancer, It's Me" High School Scholarship Essay Contest

[Opportunity Details](#)[Select](#)

Hope Walk/Celebration of Hope Development Opportunity

[Opportunity Details](#)[Select](#)

# 11. Select the Opportunity OR Select Site Staff

## Placement Progress


[Start over](#)

**Program:** Service Learning - **Course:** COMM 328 (01): Community-Based Storytelling - **Site:** Cancer Support Community - Valley/Ventura/Santa Barbara - **Opportunity:** "Dear Cancer, It's Me" High School Scholarship Essay Contest

## Select Site staff

Last name	First name	Email address	Phone	Select	I don't see my site staff	Add Site Staff	Not sure or N/A	Skip this Step
Merryman	Monica	mmerryman@cancersupportvvsb.org	(805) 379-4777	Select				



## 12. Find your site supervisor and click **SELECT**.

### Placement Progress


[Start over](#)

**Program:** Service Learning - **Course:** COMM 328 (01): Community-Based Storytelling - **Site:** Cancer Support Community - Valley/Ventura/Santa Barbara - **Opportunity:** "Dear Cancer, It's Me" High School Scholarship Essay Contest

### Select Site staff

Last name	First name	Email address	Phone	Select	I don't see my site staff	Add Site Staff	Not sure or N/A	Skip this Step
Merryman	Monica	mmerryman@cancersupportvvsb.org	(805) 379-4777	Select				



**NOTE:** If you do not see your site supervisor, select **ADD SITE STAFF** to include your supervisor or if you're not sure, select **NOT SURE OR N/A**.





## 13. Review the site's Health & Safety Information and click the green button to indicate your understanding.

### Placement Progress

[Start over](#)

**Program:** Service Learning - **Course:** COMM 328 (01): Community-Based Storytelling - **Site:** Cancer Support Community - Valley/Ventura/Santa Barbara - **Site Staff:** Monica Merryman - **Opportunity:** "Dear Cancer, It's Me" High School Scholarship Essay Contest

### Health & Safety Information for *Cancer Support Community - Valley/Ventura/Santa Barbara*

#### Requirements:

- Computer Literacy
- Health Check/Screening (e.g. temperature screening, COVID-19 test)
- Must be 18 or older

n/a

I have read and understand the above risk associated with this site



\*If you do not agree and would like to [choose a different site](#), please click 'Start Over' above.

***If you do not agree with the listed information, and you would like to change organizations, choose the Start over button at the top of your screen.***



14. Enter the estimated number of hours you will be serving or working on your service-learning project. Click **NEXT**.

### Placement Progress



Start over

**Program:** Service Learning - **Course:** COMM 328 (01): Community-Based Storytelling - **Site:** Cancer Support Community - Valley/Ventura/Santa Barbara - **Site Staff:** Monica Merryman - **Opportunity:** "Dear Cancer, It's Me" High School Scholarship Essay Contest - **Risk:** Accepted

## Dates of Placement

Term **Required**

Spring 2021 ✕

Please estimate the minimum number of hours you will serve at this site

*Cancer Support Community - Valley/Ventura/Santa Barbara* has no minimum hours requirement. **Required**

You will have a chance to correct this when you complete your site evaluation, but it is helpful for us to know a rough estimate before you start your service.

Next



# 15. Complete Placement Forms. Find **CI STUDENT LEARNING PLAN** and click **COMPLETE FORM**.


## Placement Progress



Start over

**Program:** Service Learning - **Course:** COMM 328 (01): Community-Based Storytelling - **Site:** Cancer Support Community - Valley/Ventura/Santa Barbara - **Site Staff:** Monica Merryman - **Opportunity:** "Dear Cancer, It's Me" High School Scholarship Essay Contest - **Risk:** Accepted - **Estimated Hours:** 20

## Placement Forms

 After you have finished completing all required forms, you **must** click Finish Placement to complete the process.



## Signup Forms

Finish placement

Your placement is **NOT** complete until you have filled out all required webforms

CI Student Learning Plan

Complete form \*



Release of Liability - COVID 19

Complete form \*

\* This form is required to complete your placement.



# 16. Complete the CI STUDENT LEARNING PLAN.

## CI Student Learning Plan

[Click here to return to the placement process](#)



Start

Page 2

Complete

### I. Participant's Information

Student Name **Required**

Student Email **Required**

Student Phone number **Required**

### II. Emergency Contacts

Please list **two** emergency contacts:

Primary Emergency Contact's Name **Required**

Relationship to you: **Required**

Primary Number **Required**

Secondary Number

Secondary Emergency Contact's Name **Required**

Relationship to you: **Required**

### II. Site Information

Learning Site: **Required**

Site Staff Contact Name: **Required**

Modify or add the appropriate information about your site contact.

Site Staff Contact Email: **Required**

Modify or add the appropriate information about your site contact. This email will be sent a copy of your Student Learning Plan

Site Staff Contact Phone:

### III. Course Information

Course Details (Title, subject, number, and section) **Required**

Faculty Name:

Faculty University Email:

Service Objectives (list your primary responsibilities at the Learning Site): **Required**

Learning Objectives (describe how your primary responsibilities support/further your course work):

**Required**

Save Draft

Next Page >



# 17. Complete the PARTICIPATION GUIDELINES. Click SUBMIT.

## Participation Guidelines

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.
- ♦ 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.

\* 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 servicelearning placement fully informed and aware.

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

**By signing below, I have read, understand and agree to comply with these guidelines.**

**Student Signature:** Required

[Clear signature](#)

**Today's Date** Required

**Are you 18 years of age or older?** Required

Yes

No

**At any time you may view or print this form.**



# 18. Complete Placement Forms. Find **RELEASE OF LIABILITY** and click **COMPLETE FORM**.


## Placement Progress



Start over

**Program:** Service Learning - **Course:** COMM 328 (01): Community-Based Storytelling - **Site:** Cancer Support Community - Valley/Ventura/Santa Barbara - **Site Staff:** Monica Merryman - **Opportunity:** "Dear Cancer, It's Me" High School Scholarship Essay Contest - **Risk:** Accepted - **Estimated Hours:** 20

## Placement Forms

 After you have finished completing all required forms, you **must** click Finish Placement to complete the process.



## Signup Forms

Finish placement

Your placement is **NOT** complete until you have filled out all required webforms

CI Student Learning Plan

Complete form \*

Release of Liability - COVID 19

Complete form \*



\* This form is required to complete your placement.



# 19. Read, sign and verify your age on the **RELEASE OF LIABILITY**. Click **SUBMIT**.

## Release of Liability - COVID 19

### RELEASE OF LIABILITY, PROMISE NOT TO SUE, ASSUMPTION OF RISK AND AGREEMENT TO PAY CLAIMS

In consideration for being allowed to participate in this Activity, on behalf of myself and my next of kin, heirs and representatives, I release from all liability and promise not to sue the State of California, the Trustees of The California State University, California State University, California State University Channel Islands, and their employees, officers, directors, volunteers and agents (collectively "University") from any and all claims, including claims of the University's negligence, resulting in any physical or psychological injury (including paralysis and death), illness, damages, or economic or emotional loss I may suffer because of my participation in this Activity, including travel to, from and during the Activity.

I am voluntarily participating in this Activity. I am aware of the risks associated with traveling to/from and participating in this Activity, which include but are not limited to physical or psychological injury, pain, suffering, illness, disfigurement, temporary or permanent disability (including paralysis), economic or emotional loss, and/or death. I understand that these injuries or outcomes may arise from my own or other's actions, inaction, or negligence; conditions related to travel; or the condition of the Activity location(s). Nonetheless, I assume all related risks, both known or unknown to me, of my participation in this Activity, including travel to, from and during the Activity.

I agree to hold the University harmless from any and all claims, including attorney's fees or damage to my personal property, that may occur as a result of my participation in this Activity, including travel to, from and during the Activity. If the University incurs any of these types of expenses, I agree to reimburse the University. If I need medical treatment, I agree to be financially responsible for any costs incurred as a result of such treatment. I am aware and understand that I should carry my own health insurance.

I understand the legal consequences of signing this document, including (a) releasing the University from all liability, (b) promising not to sue the University, (c) and assuming all risks of participating in this Activity, including travel to, from and during the Activity.

I understand that this document is written to be as broad and inclusive as legally permitted by the State of California. I agree that if any portion is held invalid or unenforceable, I will continue to be bound by the remaining terms.

I have been informed and understand there remains a risk of exposure to COVID-19. I understand that regardless of any precautions taken, an inherent risk of exposure to COVID-19 will exist.

I have read this document, and I am signing it freely. No other representations concerning the legal effect of this document have been made to me.

Name of Participant **Required**

Signature of Participant **Required**

[Clear signature](#)

Confirmation of Age **Required**

- I confirm that I am 18 years of age or older.
- I am under 18 years of age

Save Draft

Submit



## 20. Click **FINISH PLACEMENT** to complete the site placement process.

### Placement Forms



Start over

Program: Service Learning - Course: POLS 310 (01): Stats Applic In Polic Science - Site: Senior Services - Site staff: Marisue Eastlake - Risk: Accepted



### Signup Forms

**IMPORTANT:** Students participating in a service-learning course should know that neither the University nor the site where they are serving assumes any financial responsibility in the event he/she is injured or becomes ill as a result of his/her participation in a service-learning activity at the organization.

Students must fill out and sign both the **Release of Liability** and **CI Student Learning Plan** forms.

*\* Students under 18 years old will need to print out the Release of Liability form and CI Student Learning Plan to obtain their parent or legal guardian's signature. These forms should then be kept with the student for the duration of the semester.*

CI Student Learning Plan

View submission

Release of Liability

View submission

*\* This form is required to complete your placement.*





# 21. CONGRATULATIONS - YOU HAVE COMPLETED YOUR SITE PLACEMENT!

You and your site supervisor will receive a confirmation email with the learning plan attached.

## Placement #79011

[Create Timelog](#)

Congratulations, you have placed!

**Student:** [Sally Student](#)  
**Placed by:** Sally Student  
**Course:** POLS 310 (01): Stats Applic In Polic Science  
**Program:** Service Learning  
**Site:** [Senior Services](#)  
**Site Staff:** Marisue Eastlake  
**Opportunity:** (empty)

**Placement Term(s):**  
Spring 2019  
**Estimated Hours:**  
15  
**Reported Hours:**  
Not Reported

## Signup Forms

**IMPORTANT:** Students participating in a service-learning course should know that neither the University nor the site where they are serving assumes any financial responsibility in the event he/she is injured or becomes ill as a result of his/her participation in a service-learning activity at the organization.

Students must fill out and sign both the **Release of Liability** and **CI Student Learning Plan** forms.

*\* Students under 18 years old will need to print out the Release of Liability form and CI Student Learning Plan to obtain their parent or legal guardian's signature. These forms should then be kept with the student for the duration of the semester.*

CI Student Learning Plan

[View submission](#)

Release of Liability

[View submission](#)



## 22. To a time-log entry, select **CREATE TIMELOG**.

### Placement #79011



Create Timelog

Congratulations, you have placed!



**Student:** [Sally Student](#)

**Placed by:** Sally Student

**Course:** [POLS 310 \(01\): Stats Applic In Polic Science](#)

**Program:** Service Learning

**Site:** [Senior Services](#)

**Site Staff:** Marisue Eastlake

**Opportunity:** (empty)

**Placement Term(s):**

Spring 2019

**Estimated Hours:**

15

**Reported Hours:**

Not Reported

### Signup Forms

**IMPORTANT:** Students participating in a service-learning course should know that neither the University nor the site where they are serving assumes any financial responsibility in the event he/she is injured or becomes ill as a result of his/her participation in a service-learning activity at the organization.

Students must fill out and sign both the **Release of Liability** and **CI Student Learning Plan** forms.

*\* Students under 18 years old will need to print out the Release of Liability form and CI Student Learning Plan to obtain their parent or legal guardian's signature. These forms should then be kept with the student for the duration of the semester.*

CI Student Learning Plan

View submission

Release of Liability

View submission



23. You can also create a time log entry by navigating from your personal landing page by selecting **UPDATE YOUR TIMELOG**.

Hello Sally! What would you like to do?

### Welcome to CSUCI SERVES!

To create a site placement at an organization, please choose your service-learning course and click Place. Then, select your site and fill out your service-learning forms.

For assistance with placements, please email [ci.serves@csuci.edu](mailto:ci.serves@csuci.edu).

### Course

Spring 2019 POLS 310 (01): Stats Applic In Polic Science

Placed

### [View my placements](#)

You have 1 current placement and 4 past placements.

### Pending Tasks

- [Update your Timelog for Senior Services \[#79011\]](#)



## 24. Select ADD TIME ENTRY.

# Timelog #79435

For – Placement #79435

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**Student:** Sally Student

**Program:** Service Learning

**Course:** POLS 310 (01): Stats Applic In Polic Science

**Placement Site:** Senior Services



**Add Time Entry**



# 25. Enter the **TIME IN** and **TIME OUT**, then include what you did during these hours. Include your self-reflections.

CSU Channel Islands

NEED HELP?

[HOME](#) [SITES](#) [LOGOUT](#)

## Add Time Entry for Placement #111506

[Return to Timelog](#)
Date/Time **Required**

Time In			Time Out		
Month	Day	Year	Month	Day	Year
Nov ▾	25 ▾	2019 ▾	Nov ▾	25 ▾	2019 ▾
Hour	Minute		Hour	Minute	
10 ▾	54 ▾	am ▾	12 ▾	54 ▾	pm ▾

### Self-Reflections & Observations

Please share any self-reflections or observations you have regarding your experience and its connection to your course work/major.

I had a great experience at my site today. I learned that many children in Ventura County do not have access to clean water.

[Save draft](#) [Save and add another](#) [Save](#) [Return to Timelog without saving](#)

### Additional Information

Hours **Required**

The final hours will be rounded to the nearest hour.

**What did you do during these hours?** **Required**

Please provide additional details about the activities you conducted during this time.

Today I created a PowerPoint presentation for the info sessions that we are having next week on access to clean water for the families of Ventura County.



## 26. Then click **SAVE**.

### Add Time Entry for Placement #79435

[Return to Timelog](#)

Date/Time **Required**

Time In		
Month	Day	Year
Jul	31	2019
Hour	Minute	
11	49	am

Time Out		
Month	Day	Year
Jul	31	2019
Hour	Minute	
1	49	pm

Additional Information

Hours **Required**

The final hours will be rounded to the nearest hour.

What did you do during these hours? **Required**

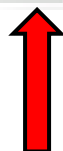
Please provide additional details about the activities you conducted during this time.

Self-Reflections & Observations

Please share any self-reflections or observations you have regarding your experience and its connection to your course work/major.

• [Admin](#)

[Save draft](#) [Save and add another](#) [Save](#) [Return to Timelog without saving](#)



## 27. Continue entering your hours throughout the semester by **ADD TIME ENTRY**.

### Timelog #79435

For – Placement #79435

**Student:** Sally Student

**Program:** Service Learning

**Course:** POLS 310 (01): Stats Applic In Polic Science

**Placement Site:** Senior Services

Date/Time ▲	Hours	What did you do during these hours?	Status
01/23/2019 - 4:52pm to 6:52pm	2.00	Imputed data into SPSS	Submitted <span>Delete</span> <span>Copy</span>

Total Hours: 2

Submitted Hours: 2

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For questions, please email  
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