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
2. Type in your Dolphin name and password. Click **SIGN IN**.
2. Select your preferred method for two-factor authentication.
3. Once you have signed in, **click on the CSUCI Serves tab** located in your CSUCI Dashboard.

<table>
<thead>
<tr>
<th>Service</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CI Learn</td>
<td>View course information and materials using Canvas</td>
</tr>
<tr>
<td>CI Personnel</td>
<td>Employee and departmental records and data management</td>
</tr>
<tr>
<td>Directory</td>
<td>Search student, faculty, staff, and department information</td>
</tr>
<tr>
<td>Schedule of Classes</td>
<td>Term schedules, fees, changes, cancellations &amp; more</td>
</tr>
<tr>
<td>CI Keys</td>
<td>Create and manage your own domains and websites</td>
</tr>
<tr>
<td>DOCK Online</td>
<td>Manage your DolphinOne Card account</td>
</tr>
<tr>
<td>CI Parking Permits</td>
<td>Purchase student parking permits online</td>
</tr>
<tr>
<td>OneCI</td>
<td>Data warehouse and institutional reporting repository</td>
</tr>
<tr>
<td>Webmail</td>
<td>Employee email system, powered by Microsoft Outlook</td>
</tr>
<tr>
<td>CI Docs</td>
<td>Google Drive @ CSUCI, create and share documents</td>
</tr>
<tr>
<td>Library Resources &amp; Services</td>
<td>Access Library databases and your Library account</td>
</tr>
<tr>
<td>Calendars</td>
<td>Academic calendar, registration/fee deadlines, holidays &amp; more</td>
</tr>
<tr>
<td>Events at CSUCI</td>
<td>View/schedule university events and available venues</td>
</tr>
<tr>
<td>University Catalog</td>
<td>Course descriptions, prerequisites, areas of study and more</td>
</tr>
<tr>
<td>Academic Advising</td>
<td>Meet an advisor to plan academic and career goals</td>
</tr>
<tr>
<td>CI Sync</td>
<td>Access to clubs &amp; orgs Student club and organization portal</td>
</tr>
<tr>
<td>Alert Settings</td>
<td>Manage your emergency notification &amp; special alerts settings</td>
</tr>
<tr>
<td>LinkedIn Learning</td>
<td>Video-based training on technology and business topics</td>
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<tr>
<td>CI Wireless Settings</td>
<td>Register your game console &amp; manage guest wireless</td>
</tr>
<tr>
<td>CSU Learn</td>
<td>Employee training portal for mandatory &amp; development courses</td>
</tr>
<tr>
<td>ITS Solution Center</td>
<td>Request IT Services, Previously known as Help Desk.</td>
</tr>
</tbody>
</table>
4. Click **STUDENT/FACULTY LOG IN.**
5. Choose CSU Channel Islands and click **LOG IN**.
6. Find your course and click **PLACE**.

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**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*.

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**Course**

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Place</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring 2021</td>
<td>COMM 328 (01): Community-Based Storytelling</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spring 2021</td>
<td>COMM 499 (03): Capstone Project</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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**View my placements**

You have 0 current placements and 0 past placements.
7. Click on **SEARCH BY SITE**.

**Placement Progress**

*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.
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.

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...
10. Click SELECT THIS SITE.

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, LGBTQ, Males, Non-specific/any population, People Experiencing Illness, Seniors,
11. Select the Opportunity OR Select Site Staff

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


Select Site staff

<table>
<thead>
<tr>
<th>Last name</th>
<th>First name</th>
<th>Email address</th>
<th>Phone</th>
<th>Select</th>
</tr>
</thead>
<tbody>
<tr>
<td>Merryman</td>
<td>Monica</td>
<td><a href="mailto:mmerryman@cancersupportvvsb.org">mmerryman@cancersupportvvsb.org</a></td>
<td>(805) 379-4777</td>
<td>Select</td>
</tr>
</tbody>
</table>
12. Find your site supervisor and click **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.

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

**Placement Progress**

- **Program**: Service Learning - **Course**: COMM 328 i01: 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**

- **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**.

### I. Participant’s Information
- **Student Name**: Sally Student
- **Student Email**: Required
- **Student Phone number**: Required

### II. Emergency Contacts
- **Primary Emergency Contact’s Name**: Required
- **Relationship to you**: Required
- **Primary Number**: Required
- **Secondary Number**: Required
- **Secondary Emergency Contact’s Name**: Required
- **Relationship to you**: Required

### II. Site Information
- **Learning Site**: Required
  - Senior Services
- **Site Staff Contact Name**: Required
  - Marisue Eastlake
- **Site Staff Contact Email**: Required
  - marisue.eastlake@oxnard.org
- **Site Staff Contact Phone**: Required
  - (835) 385-8023

### III. Course Information
- **Course Details**: Required
  - POLS 310 (01): Stats Applic In Polic Scilence
- **Faculty Name**: Dana Baker
- **Faculty University Email**: dana.baker@csuci.edu
- **Service Objectives**: Required
- **Learning Objectives**: 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 (e.g. 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 of intensity or 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.

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.

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.

Save Draft  Previous Page  Submit
18. Complete Placement Forms. Find RELEASE OF LIABILITY and click COMPLETE FORM.
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, damage, 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, which 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 indemnify 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, and (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

Signature of Participant

Confirmation of Age

☐ I confirm that I am 18 years of age or older.

☐ I am under 16 years of age

Save Draft Submit
20. Click **FINISH PLACEMENT** to complete the site placement process.

**Placement Forms**

**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.*

* 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.
22. To a time-log entry, select CREATE TIMELOG.
23. You can also create a time log entry by navigating from your personal landing page by selecting **UPDATE YOUR TIMELOG**.
24. Select **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

Add Time Entry for Placement #111506

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

I noticed that there were a lot of the same survey responses
27. Continue entering your hours throughout the semester by **ADD TIME ENTRY**.

**Timelog #79435**

For – Placement #79435

<table>
<thead>
<tr>
<th>Student:</th>
<th>Sally Student</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program:</td>
<td>Service Learning</td>
</tr>
<tr>
<td>Course:</td>
<td>POLS 310 (01): Stats Applic In Polic Science</td>
</tr>
<tr>
<td>Placement Site:</td>
<td>Senior Services</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date/Time</th>
<th>Hours</th>
<th>What did you do during these hours?</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/23/2019 - 4:52pm to 6:52pm</td>
<td>2.00</td>
<td>Imputed data into SPSS</td>
<td>Submitted</td>
</tr>
</tbody>
</table>

Total Hours: 2
Submitted Hours: 2

[Add Time Entry]
For questions, please email

cci.serves@csuci.edu