Community Service Learning Project Planning Checklist

This form is to be completed by SF State faculty or staff designing the community service learning experience. Faculty designing a community service learning project for their course must ensure that the community organization is an authorized Learning Site that has an approved Community Engagement Agreement on file with the University—call the CSL office for a complete list of “approved” learning sites. Please return form via e-mail to barrient@sfsu.edu or mail to Perla Barrientos, HSS 206.

Organization Name/Learning Site: ________________________________              Website: ______________________________

Name of 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. Specify the student learning objectives for the project:
   a. How will this project complement the student learning outcomes of the course? __________________________________________
   b. What will students learn that they can apply to their academic discipline? __________________________________________

II. Specify the service objectives for the course:
   a. 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 community service learning experience:
   a. Will students need to complete LiveScans (i.e., Background Checks) prior to placement? □ NO □ YES
   b. Will students need to complete TB Tests prior to placement? □ NO □ YES
   c. 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. Specify the logistics of the community service learning project:
   a. How many students can/will be placed at the learning site(s)? □ 1-10 □ 11-20 □ 21-30 □ 31 +
   b. How many hours per week can/will students be at the learning site(s)? □ 2-4 □ 4-6 □ 6 +
   c. What are the maximum number of hours students are required to complete per semester? □ 20 □ 30 □ 40 □ indicate #

V. Will the students meet with their site supervisor(s) prior to their first day of service? □ NO □ YES

VI. Will students be provided with all of the necessary materials/tools for this project? □ NO □ YES
   a. If no, will students be informed of what materials/tools they will be required to bring:

VII. Will students be reimbursed for anything related to the service-learning project? □ NO □ YES
   a. If yes, please identify the specific items students may be reimbursed for and by whom (i.e. mileage, purchases, Background Checks, trainings):

VIII. Will students ever operate machinery or heavy equipment beyond the scope of office equipment? □ NO □ YES
   a. If yes, please identify the specific machinery and equipment that students may be asked to operate:

IX. Will students ever use any personal protective equipment (PPE)? □ NO □ YES
   a. If yes, identify each of the required PPE and their purpose(s):

If yes, this project must be brought to the attention of the Community Service Learning Office.
X. Will students be required to become official volunteers of the Organization?  [□ NO  □ YES]
   a. If yes, please identify all waivers and forms required: ______________________________

   b. If yes, will these forms be provided to students in an electronic format prior to placement?  [□ NO  □ YES]

XI. Will students be required to complete any official forms to participate in the project with the Organization?  [□ NO  □ YES]
   a. If yes, please identify all forms required: ______________________________

   b. If yes, will these forms be provided to students in an electronic format prior to placement?  [□ NO  □ YES]

XII. Will students ever work unsupervised with clients?  [□ NO  □ YES]
   a. If yes, please describe these situations: ______________________________

XIII. Will students ever work in a home-based environment?  [□ NO  □ YES]
   a. If yes, please describe these situations: ______________________________

If yes, this project must be brought to the attention of the Community Service Learning Office.

XIV. Does the learning site(s) comply with California Accessibility Codes?  [□ NO  □ YES]
   a. If no, will accommodations be made for students at the learning site(s)?  [□ NO  □ YES]
   b. If no, will these students be offered an alternative method for engagement with the learning site(s)?  [□ NO  □ YES]

XV. Specify how students will be oriented to the community service learning (CSL) course requirements:
   a. Will information be included in the Syllabi?  [□ NO  □ YES]
   b. Will faculty prepare student by providing information during a class session?  [□ NO  □ YES]

      i. If yes, will the orientation include the following?
         a. Maximum number of hours required?  [□ NO  □ YES]
         b. Deadlines to choose community site?  [□ NO  □ YES]
         c. Instruction on how to register in the ULink49? (RISK MANAGEMENT REQUIREMENT)  [□ NO  □ YES]
         d. Instruction on how to get the Learning Plan and deadline to submit to faculty and community site? (RISK MANAGEMENT REQUIREMENT)  [□ NO  □ YES]
         e. Deadline to watch Community Service Learning video “Give Back” and bring proof that they have watch this video? (RISK MANAGEMENT REQUIREMENT)  [□ NO  □ YES]
XVI. Specify how students will be oriented to the community service learning project and the learning site(s):

a. Will a representative come to the class to introduce the organization and the project? □ NO □ YES

b. Will the organization provide on-site orientations for students? □ NO □ YES

   i. If yes, will the orientations include the following?

   a. Hours available for students to be at the learning site(s) □ NO □ YES

   b. Informing students where to park: □ NO □ YES

   c. Informing students of the closest public transportation options: □ NO □ YES

   d. Procedures for checking-in at the learning site(s): □ NO □ YES

   e. Procedures for students and supervisors to track students’ hours: □ NO □ YES

   f. Organizational dress-code: □ NO □ YES

   g. Tours of the learning site(s): □ NO □ YES

   h. Introduction to the students’ work areas: □ NO □ YES

   i. Introduction to other employees/volunteers: □ NO □ YES

   j. Confidentiality training: □ NO □ YES

   k. Safety and emergency training, inclusive of the following:

      i. Emergency evacuation plan (including Safety drills & local emergency plans): □ NO □ YES

      ii. Risks associated with the population(s) served by the organization: □ NO □ YES

      iii. Risks associated with the community in which the learning site(s) are located: □ NO □ YES

      iv. First-Aid/CPR training: □ NO □ YES

      v. Sexual harassment training: □ NO □ YES

      vi. Hazardous materials training: □ NO □ YES