

# LEARNING PLAN

Student Name: \_\_\_\_\_ Student ID#: \_\_\_\_\_

Address: \_\_\_\_\_

Phone # \_\_\_\_\_ Email: \_\_\_\_\_

Course Instructor: \_\_\_\_\_ Semester/Quarter: \_\_\_\_\_

Agency/Site: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Site Supervisor: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_

Approximate # of Hours \_\_\_\_\_ Beg. Date: \_\_\_\_\_ End Date: \_\_\_\_\_

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

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**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.)*

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## **The Site Supervisor:**

Agrees to guide this student's work and to submit a brief final evaluation of his/her achievement upon request.

Agrees to discuss any concerns about the service learner's performance with him/her directly, and with the course supervisor, SCS staff member or other appropriate university personnel as necessary.

Agrees to hold the California State University, Fresno, its employees and agents, free and harmless from any claims and causes of action resulting from our voluntary participation in this program. We also agree to provide general work site orientation, supervision and make every reasonable effort to provide a safe working environment. We understand that we are accepting the student as a volunteer, that we are not responsible for providing wages, but agree to assist California State University, Fresno by certifying that the student completed the minimum hours of community service required by the service learning course.

The community-based organization shall be responsible for damages caused by the negligence of its directors, officers, agents, employees and duly authorized volunteers occurring in the performance of this agreement. California State University, Fresno shall be responsible for damages caused by the negligence of its directors, officers, employees and duly authorized volunteers occurring in the performance of this agreement. It is the intention

of the community-based organization and the University that the provision of this paragraph be interpreted to impose on each party responsibility for the negligence of their respective directors, officers, employees and duly authorized volunteers. We also understand that the University provides no insurance coverage for this program (including Worker's Compensation Insurance). **If CBO does not provide Worker's Compensation, university will cover students while at the CBO, provided the student fills out an appropriate volunteer application with the university. Student MUST sign in at CBO each time they provide service for the coverage to be valid. Student is not permitted to drive a vehicle to perform duties for the CBO without written authorization from the university workers compensation specialist.**

Site Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Note to Site Supervisor: If you are aware of specific and/or considerable risk factors are present at this agency and/or placement, it is advisable to list them here.)

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- 2.

### **The Student agrees to abide by the following Guidelines and Limitations**

- ◆ **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 serving you by investing valuable resources in your learning. Inappropriate behavior, as defined by your organization's guidelines and operating procedures, can be grounds for reassignment or termination of your service assignment.
- ◆ **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.

**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 you are aware of specific and/or considerable risk factors are present at this agency and/or placement, it is advisable to list them here.)*

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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: \_\_\_\_\_

**Faculty/Course Supervisor:**

I have examined and approved this learning plan.

Faculty/Course Supervisor  
Signature:

\_\_\_\_\_

Date: \_\_\_\_\_