

Community Service 101 Learning Plan
California State University, Fresno

Section I: Student Data

Student's Name: _____ Student ID: _____

Email: _____ Telephone Number: _____

Primary Emergency Contact: _____ Relation: _____

Daytime Telephone: _____ Cell Phone Number: _____

Secondary Emergency Contact: _____

Daytime Telephone: _____ Cell Phone Number: _____

Section II: Learning Site

Learning Site: _____

Contact Name: _____

Address: _____

Email: _____ Telephone Number: _____

Section III: Course Data

Course Title: Community Service 101 - Fall 2018 Faculty Name: Michael Chris Fiorentino

Learning Activity (list your primary responsibilities at the Learning Site): _____

Learning Objectives (describe how your primary responsibilities support/further your course work): Based on this course students will: 1) Apply their skills and knowledge to societal problems, thereby providing meaningful service; 2) Articulate how they developed personally, professionally and/or academically through their service experience; 3) Demonstrate a greater understanding of themselves, societal needs, and their role in the community.

Planned Number of Service Hours: _____ Start Date: _____ End Date: _____

Student Guidelines and Provisions

1. I will devote approximately _____ hours per week towards completion of the responsibilities and learning objectives listed above for a total of _____ service hours, effective from _____ to _____ (“learning activity”). I agree to complete any paperwork and orientations required by my professor or site supervisor as part of this learning activity.
2. I understand and acknowledge that there are potential risks associated with this learning activity, some of which may arise from (a) my assigned tasks and responsibilities, (b) the location of the learning activity, (c) the physical characteristics of the Learning Site, (d) the amount and type of criminal activity or hazardous materials at or near the location of the learning activity, (e) any travel associated with the learning activity, (f) the time of day when I will be present at the Learning Site, (g) the criminal, mental and social backgrounds of the individuals I will be working with or serving, and (h) the amount of supervision I will receive. I further understand and acknowledge that my safety and well-being are primarily dependent upon my acting responsibly to protect myself from personal injury, bodily injury or property damage.
3. While participating in this learning activity, I will (a) exhibit professional, ethical and appropriate behavior; (b) abide by the Learning Site’s rules and standards of conduct, including wearing any required personal protective equipment; (c) participate in all required training; (d) complete all assigned tasks and responsibilities in a timely and efficient manner; (e) request assistance if I am unsure how to respond to a difficult or uncomfortable situation; (f) be punctual and notify the Learning Site if I believe I will be late or absent; and (g) respect the privacy of the Learning Site’s clients.
4. While participating in this learning activity, I will not (a) report to the Learning Site under the influence of drugs or alcohol; (b) give or loan money or other personal belongings to a client; (c) make promises to a client I cannot keep; (d) give a client or representative a ride in my personal vehicle; (e) engage in behavior that might be perceived as harassment of a client or Learning Site representative; (f) engage in behavior that might be perceived as discriminating against an individual on the basis of their age, race, gender, sexual orientation, physical and/or developmental or intellectual capacity or ethnicity; (g) engage in any type of business with clients during the term of my placement; (h) disclose without permission the Learning Site’s proprietary information, records or confidential information concerning its clients; or (i) enter into personal relationships with a client or Learning Site representative during the term of my placement. I understand that the Learning Site may dismiss me if I engage in any of these behaviors.
5. I agree to contact the University’s Administrator of Environmental Health and Safety, Risk Management & Sustainability at (559) 278-6910 if I believe I have been discriminated against, harassed or injured while engaged in this learning activity. Please call Campus Police after hours at (559) 278-8400.
6. I understand and acknowledge that neither the University nor the Learning Site assumes any financial responsibility in the event I am injured or become ill as a result of my participating in this learning activity. I understand that I am personally responsible for paying any costs I may incur for the treatment of any such injury or illness. I acknowledge that the University recommends that I carry health insurance.
7. Acknowledging all of the above, 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 understand that I may stop participating at anytime if I believe the risks become too great.

General Provisions:

1. The Learning Site agrees to provide an orientation that includes a site tour; an introduction to staff; a description of the characteristics of and risks associated with the Learning Site’s operations, services and/or clients; a discussion concerning safety policies and emergency procedures; and information detailing where students check-in and how they log their time. The Learning Site will also provide applicable training and safety equipment that may be necessary.

2. For students participating in an experiential learning activity as part of a recognized course or program for academic credit, the University will provide students with Student Academic Field Experience for Credit Liability Insurance (SAFECLIP). This insurance coverage provides professional and personal general liability coverage. This insurance only applies if both parties have signed this Agreement. Proof of such coverage will be provided upon request to the Learning Site.
3. The Learning Site and the University agree to indemnify, defend and hold harmless each other from any and all liability for any personal injury, damages, wrongful death or other losses and costs, including but not limited to reasonable attorney fees and defense costs, arising out of the negligence or willful misconduct of their respective officers, employees, agents or volunteers in the performance of this Agreement. This paragraph will survive expiration or termination of this Agreement.
4. The University and the Learning Site agree to maintain general liability coverage of at least \$1,000,000 per occurrence, \$2,000,000 aggregate and to provide evidence of coverage upon request. Insurance must be placed with insurers with a current A.M. Best rating of at least A, or a qualified program of self-insurance.
5. The Learning Site should notify the University as soon as is reasonably possible of any injury or illness to a student participating in a learning activity by calling (559) 278 6910 or (559) 278-8400.
6. The Learning Site and the University will meet upon request or as necessary to resolve any potential conflicts and to facilitate a mutually beneficial experience for all involved.
7. The Learning Site may dismiss a student if the student violates its standards, mission or goals. The Learning Site will document its rationale for terminating a student and provide the University with a copy of the rationale upon request.

I have read, understand and agree to comply with these guidelines.

Student Signature: _____ Date: ___/___/___

Student Name (please print): _____

Learning Site Supervisor Signature: _____ Date: _____

Learning Site Supervisor Name (please print): _____

Faculty Signature: _____ Date: _____

Faculty Name (please print): Michael Chris Fiorentino

If student is under the age of 18 please complete

Parent/Guardian Name: _____ Date: _____

Parent/Guardian Signature: _____