LEARNING PLAN

Student Name: ___________________________ Student ID#: ___________________________
Address: ________________________________________________________________________

Phone # ___________________________ Email: ___________________________
Course Instructor: ___________________________ Semester/Quarter: ___________________________

Agencies/Sites: __________________________________________ Phone #: ___________________________
Site Supervisor: __________________________________________ Phone #: ___________________________
Address: ________________________________________________________________________
Approximate # of Hours ___________ Beg. Date: _____________ End Date: _____________

(ON A SEPARATE PIECE OF PAPER PLEASE ANSWER THE FOLLOWING & ATTACH):

Learning Objectives: What do you hope to learn from this service experience: about the agency, the
challenges and assets of the population with whom you will be working, about yourself, about your
community. How does this connect to your course work?

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

The Student:

- Agrees to act in a responsible manner while representing California State University and abide by all
  rules and regulations that govern the site in which he/she has been placed.
- Understands the connection between the course, and the service learning objectives.
- Has participated 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
  placement fully informed and aware.
- Knowing, understanding and in full appreciating all possible risks, expressly, voluntarily and willingly
  assumes all risks and dangers associated with my participation in this activity up to and including death.
  Some of the risks and dangers are listed below. The student understands this list is not all inclusive and
  may not include all inherent risks.
- The student agrees to complete any forms, evaluations or other paperwork required by either the course
  or the site supervisor.

RISK IDENTIFICATION (from http://www.csuhayward.edu/service_learning/ServiceOpportunities2.shtml or
as outlined by instructor/agency). LIST HERE:

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.
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- **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 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 persons 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 comfortably, 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** give or loan a client, money (other personal belongings) or give a client or agency representative a ride in a personal vehicle.

- **DON'T** make promises or commitments to a client you cannot keep.

- **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.

- **DON'T** report to your service site under the influence of drugs or alcohol.

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 __________________________

**Student Signature:** __________________________  **Date:** __________________________

**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 if necessary.

**Site Supervisor Signature:** __________________________  **Date:** __________________________

**Faculty:** I have examined and approved this learning plan.

**Faculty/Course Supervisor Signature:** __________________________  **Date:** __________________________

Updated 9/18/08

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Student Initials _______