

Request to Initiate Partnership

Partnering with California State University East Bay

Thank you for your interest in partnering with CSUEB. We look forward to exploring a potential partnership with your organization.

This form will initiate the process for us to learn more about your organization and the off-campus learning opportunities that you'd like to make available to students. Ideally, a representative of the organization who is familiar with the learning activities that university students will be engaged in, as well as your safety policies and procedures should complete this form.

Cal State East Bay invites organizations from a variety of community sectors to partner with us around applied learning opportunities for students. These may include for-credit, co-curricular (non-credit bearing), paid, and un-paid opportunities. Organizations must complete this Request to Initiate Partnerships (RTIP) as the first step in the process of working with our students. Organizations partnering with the University must also sign an agreement (Memorandum of Understanding - MOU), with the exception of paid opportunities. Organizations that are paying students are not required to complete an MOU, but are still required to complete the RTIP.

Currently, the University has two departments that coordinate these learning opportunities and the related partnerships: the Internships Program within Academic Advising and Career Education (AACE), and the Center for Community Engagement (CCE). Each department works to develop and communicate with partnering organizations relevant to their program goals. This may vary based on the type of student learning experience. Both programs use the CalStateS4 platform to manage placements, partnerships, and data tracking.

The Center for Community Engagement takes the lead on service learning/community service related learning opportunities with advocacy, education, government, non profit, social service entities.

The Internships Program in AACE predominantly supports career building, pre-professional internships with for-profit and corporate entities.

Within the RTIP, organizations may elect to work with one or both programs. Please note that the CCE will be the primary contact for organizations that select both programs.

A number of areas on the form are required. The form does not allow you to save and re-enter. Please consult the following checklist to ensure you are prepared to complete the form:

- I have a description of my organization and its mission.[Community Focus Areas within this form]
- I have the contact information for legal purposes, general communication, and student supervision (if these are different individuals).
- I have information on site requirements for students (e.g. background checks, training) and safety (risk identification).

- I have a description of the opportunity prepared, including tasks, # of students, hours/days.
- I have student learning outcomes prepared. [What are student learning outcomes?]

Please note that you will be able to update opportunities at any time after the agreement (MOU) has been completed.

If you have any questions prior to completing this form, please reach out to us!

For questions/updates related to community engagement (service learning, community service):
cce@csueastbay.edu web:<https://www.csueastbay.edu/communityengagement/>

For questions/updates related to internships (pre-professional work experience):
internships@csueastbay.edu web:<https://www.csueastbay.edu/internships/internship-sites.html>

NOTE: CSUEB faculty or students cannot complete this form on behalf of an organization. However, you can copy the URL of this page and send it directly to a prospective organizational partner.

General Partnership Criteria

General Partnership Criteria

The following general partnership criteria applies to all off-campus academic learning partnerships with the California State University (CSU). Additional program criteria may apply and is indicated in the program section. Please review the criteria and complete the acknowledgment statement.

- Provide students with on-site/virtual orientation that includes, but is not limited to an overview of the organization's programs, policies, procedures and clients served; the service or work the student will be performing; placement expectations, including attire and professional conduct; specific training; and, information about any potential hazards or risks.
- Provide student supervision.
- Identify activities or work that may pose a health or safety risk. In the event that additional unforeseen risks become apparent, the organization must communicate in a timely manner all risk-related concerns to the CSU.
- Your organization may be required by California law to obtain a student's fingerprints and submit them to the Department of Justice, and/or the Federal Bureau of Investigation, for a criminal background check. If required, the organization may have responsibility to:
 - determine whether such fingerprinting is required;
 - obtain the student's fingerprints;
 - obtain criminal background clearance from the appropriate agency; and,
 - incur the cost of fingerprinting.

I acknowledge and agree to the partnership criteria outlined above **(Required)**

Yes _____ No _____

Organization Information

Organization Information General

Name of Organization **(Required)**: _____

Is this a CSU East Bay Campus Department/Program or Off site community partner / business? **(Required)**

Yes, this is a CSUEB Department/Program _____ No, we are external _____

Please provide a brief description of your organization's mission and purpose. **(Required)**

Sector (select one) **(Required)**

_____ Faith-based _____ Private/For-profit
_____ Government _____ Tribal Entity
_____ Nonprofit

Organization Type (select one) **(Required)**

_____ Administrative Entity _____ Human, Social, or Employment
_____ Agriculture or Manufacturing _____ Services
_____ Arts, Entertainment or Recreation _____ Judicial or Legal Facility/Organization
_____ Charity Organization/Foundation _____ Military
_____ Education-Administration/District _____ Place of Worship/Meeting House
_____ Education-Adult School _____ Political Organization
_____ Education-Alternative School _____ Public Utilities
_____ Education-College or University _____ Real Estate or Development
_____ Education-Early Childhood _____ Research Institute
_____ Education-Elementary School _____ Residential or Home care Facility
_____ Education-High School _____ Retail Trade or Service Sector

- Education-Middle School
- Education-Multi-level
- Educational services, Training or Consulting
- Environmental or Wildlife Organization
- Financial or Insurance
- Grassroots Organization
- Healthcare Facility or Network
- Historical Society/Museum or Library
- Hospitality
- Science, Technology, or Engineering
- Storage, Trade, or Transportation

Please indicate the primary population/clientele your organization serves (select all that apply) The group or groups of people with which your organization works, either directly or indirectly. If you're unsure, select "Non-specific/any population" **(Required)**

- Adopted/Foster Youth or Young Adults
- Adults
- Animals
- Children/Youth
- College Students
- Companies/Institutions
- Consumers
- Distributors/Wholesalers
- English Language Learners
- Families
- Females
- Formerly Incarcerated People
- Guardians/Parents
- Immigrants/Refugees
- Incarcerated People
- LGBTQA
- Males
- Non-cisgendered
- Non-Specific/any population
- People Experiencing Addiction
- People Experiencing Disability
- People Experiencing Homelessness
- People Experiencing illness
- People Experiencing Material Poverty
- People impacted by Crime
- Seniors
- Specific racial/ethnic/cultural group
- Survivors of Sexual or Domestic Violence
- Teens/Young Adults
- Veterans, Active Military and/or Military Families

Please identify your organization's general focus area(s) (select up to two main focus areas)
(Required)

You may view focus areas and any related sub-categories at this link:

<https://drive.google.com/file/d/15uNJw6AqhktXS2dtx78prWpRvprDbln6/view?usp=sharing>

- | | |
|---|--|
| <input type="checkbox"/> Advocacy and Human Rights | <input type="checkbox"/> Food & Housing Security |
| <input type="checkbox"/> Animal Welfare | <input type="checkbox"/> Health & Medicine |
| <input type="checkbox"/> Arts, Culture, and Humanities | <input type="checkbox"/> International Service Experiences |
| <input type="checkbox"/> Civic Engagement | <input type="checkbox"/> Migration & Naturalization Services |
| <input type="checkbox"/> Construction | <input type="checkbox"/> Natural Resources, the Environment,
and Ecosystems |
| <input type="checkbox"/> Consumer or Corporate Services | <input type="checkbox"/> Research and Development |
| <input type="checkbox"/> Diversity, Equity, Inclusion & Social
Justice | <input type="checkbox"/> Restorative Justice |
| <input type="checkbox"/> Education | <input type="checkbox"/> Science or Technology |
| <input type="checkbox"/> Emergency Services & Public Safety | <input type="checkbox"/> Supply Chain |
| <input type="checkbox"/> Equitable Economic & Workforce
Developments | <input type="checkbox"/> Transportation & Tourism |

Other(from provided link):

For the focus area(s) identified above, please list any subcategories that apply. (Note: not all areas have subcategories).

Please share any additional information you'd like us to know about your organization (e.g. small business, woman owned, etc.)

Provide your main address. Additional locations can be captured after an agreement has been executed.

Country **(Required)**: _____

Address 1: _____

Address 2: _____

City: _____

State: _____

ZIP code: _____

General Telephone **(Required)**: _____

General Email **(Required)**: _____

Website: _____

LinkedIn: _____

Twitter: _____

Instagram: _____

Facebook: _____

Normal Hours of Operation (Please provide days and times that students can be on-site and any additional information related to your hours of operation.)

Does the organization offer evening and/or weekend hours for student placements?

Yes _____ No _____ None _____

List any departments or faculty at this campus with whom you have an existing relationship.

Check any other CSU campuses with whom your organization has a current partnership.

- | | |
|----------------------------------|--------------------------------------|
| _____ Cal Poly Humboldt | _____ CSU Los Angeles |
| _____ Cal Poly Pomona BroncoSERV | _____ CSU Maritime Academy |
| _____ Cal Poly San Luis Obispo | _____ CSU Monterey Bay |
| _____ Chancellors Office | _____ CSU Northridge |
| _____ CSU Bakersfield | _____ CSU Sacramento |
| _____ CSU Channel Islands | _____ CSU San Bernardino |
| _____ CSU Chico | _____ CSU San Marcos |
| _____ CSU Dominguez Hills | _____ CSU Stanislaus |
| _____ CSU East Bay | _____ San Diego State University |
| _____ CSU Fresno | _____ San Francisco State University |
| _____ CSU Fullerton | _____ San Jose State University |
| _____ CSU Long Beach | _____ Sonoma State |

Are there any other CSU Campuses you would like to partner with?

- | | |
|---|---|
| <input type="checkbox"/> Cal Poly Humboldt | <input type="checkbox"/> CSU Los Angeles |
| <input type="checkbox"/> Cal Poly Pomona BroncoSERV | <input type="checkbox"/> CSU Maritime Academy |
| <input type="checkbox"/> Cal Poly San Luis Obispo | <input type="checkbox"/> CSU Monterey Bay |
| <input type="checkbox"/> Chancellors Office | <input type="checkbox"/> CSU Northridge |
| <input type="checkbox"/> CSU Bakersfield | <input type="checkbox"/> CSU Sacramento |
| <input type="checkbox"/> CSU Channel Islands | <input type="checkbox"/> CSU San Bernardino |
| <input type="checkbox"/> CSU Chico | <input type="checkbox"/> CSU San Marcos |
| <input type="checkbox"/> CSU Dominguez Hills | <input type="checkbox"/> CSU Stanislaus |
| <input type="checkbox"/> CSU East Bay | <input type="checkbox"/> San Diego State University |
| <input type="checkbox"/> CSU Fresno | <input type="checkbox"/> San Francisco State University |
| <input type="checkbox"/> CSU Fullerton | <input type="checkbox"/> San Jose State University |
| <input type="checkbox"/> CSU Long Beach | <input type="checkbox"/> Sonoma State |

List all languages you prefer students speak other than English.

What's the maximum number of students your site can accept at a given time? **(Required)**

Contact Information

Contact Information

Main Contact

The main contact information will be used by university faculty or staff members to contact your organization. CSU students will not have access to this information unless approved by the organization **(Required)**.

Main Contact First Name: _____

Main Contact Last Name: _____

Main Contact Position Title: _____

Main Contact Phone: _____

Main Contact Email: _____

Legal Contact

The CSU requires an agreement between the campus and the organization be in place prior to placing CSU students in all off-campus academic learning experiences. The "legal contact" is the person at your agency or organization who has the authority to sign contracts with the university. If you have the contact information for this person, please provide it below; otherwise, the main contact will receive information about the agreement process and can forward it as needed. (Note: this information will only be available to campus staff executing contracts). **(Required)**

This is the same person as the Main Contact.

Legal Contact First Name: _____

Legal Contact Last Name: _____

Legal Contact Position Title: _____

Legal Contact Phone: _____

Legal Contact Email: _____

Additional Site Contact

The site contact typically acts as the on-site contact for students during their placement. This person may also be who students contact if they are interested in placing with your organization and/or who directly supervises students placed at your site. Indicate the type of staff contact this person is using the role selection below. **(Required)**

This is the same person as the Main Contact.

Site Contact First Name: _____

Site Contact Last Name: _____

Site Contact Position Title: _____

Site Contact Phone: _____

Site Contact Email: _____

What is the role of this person?(Check all that apply)

Main Contact _____ Other _____ Site Supervisor _____

Contact Visibility

Organizations can show a designated contact to students. If selecting the Site Contact option the information will default to the Site Contact with the Main Contact role.

Please check one individual you've identified above (if any) that students should contact if they are interested in placing with your organization. **(Required)**

_____ Do not show contact information to students

_____ Main Contact

_____ Legal Contact

_____ Site Contact

Site Requirements and Safety

Site Requirements and Safety Information

In order to create a positive, safe and valuable out-of-classroom learning experience, CSU faculty, students, college staff and community partners must work together as a team to make the most of the experience and manage the unique risks that exist. There is insurance available to protect CSU as well as the learning site, if the proper agreement is in place. Students can avoid unsafe situations when everyone is familiar with the placement details and a proper risk assessment has been completed. This risk assessment is not intended to prohibit educational experiences that may seem "too risky," but rather to find ways to reduce the amount of risk and liability exposure, so that the off-campus learning opportunity is a safe, healthful and fulfilling educational experience for all parties involved. This section should be completed by someone familiar with any potential risks.

Please check all options that apply. (Required)

- Background Check (e.g. fingerprinting/livescan, driving record)
- Computer Literacy
- CPR Certification
- Driver's License
- First Aid Certification
- Health Check/Screening (e.g. temperature screening, COVID-19 test)
- Must be 18 or older
- Pre-Placement Training
- TB Test
- Vaccinations
- HIGH RISK: Health care services - Risk includes but not limited to: falling, needle sticks, medical exposure
- HIGH RISK: Service is one-on-one, family/home based. If yes, please indicate under Special Site Instructions where meetings will take place: public location, on campus, etc.).
- HIGH RISK: Students will be working with "behaviorally challenged" populations
- HIGH RISK: Students will be working with individuals who have a known criminal background or history of violent behavior
- RISK: Building, Repair, Community Clean up - Risk includes but not limited to: sun exposure, cuts, bruises, chemical exposure such as paint, tools and machinery, etc.
- RISK: Event Set-up - Risk includes but not limited to: Lifting, cuts, bruises, etc.
- RISK: Landscaping/gardening/habitat restoration - risk includes but not limited to: sun exposure, cuts, lifting falls, environmental exposure such as heat, moisture, and other outdoor elements, etc.
- RISK: Physical Recreation - Risk includes but is not limited to: sprains, strains, bruises, gym equipment, falling

- RISK: Serving and Preparation - risk includes but not limited to handling kitchen items, cuts, burns, lifting, etc.
- RISK: Students will be asked to drive (in addition to travel to and from site) for this placement.
- RISK: Students will be supervised less than 50% of the time or the supervisor will be responsible for overseeing more than 8 people.
- SAFETY (HIGH RISK): The location can be described as a high-crime area.
- SAFETY (HIGH RISK): There have been incidents of criminal activity at the organization or site(s) within the last year.
- SAFETY (HIGH RISK): There is a concern with the site's physical location: such as physical, environmental, or inherent hazards that are not addressed adequately by training and security measures
- SAFETY (HIGH RISK): This placement requires working with hazardous materials, heavy equipment, construction equipment, heights, or heavy machinery.
- SAFETY: Parking and work areas are not secure or adequately illuminated.
- SITE REQUIREMENT: Site prefers (or has had contact with) students from a particular major or academic program, or with specific coursework completed (If so, please indicate above Special Instructions).
- SITE REQUIREMENT: Students are not allowed to take pictures or video.
- SITE REQUIREMENT: Students will be asked to sign a confidentiality waiver.
- None of the above options apply to this organization

If you have selected one or more safety considerations marked as high risk. Please provide additional information regarding these selections.

Will students receive safety training pertaining to potential risks associated with their duties? (Required)

Yes _____ No _____

Please list the tasks/activities with which students would get actual experience for this opportunity. **(Required)**

What training will be provided to students to perform these responsibilities?(Indicate the type(s) and length of training provided to ensure student success is completing identified activities.)**(Required)**

How will you provide ongoing support and supervision to students? (Indicate specific strategies, tools and/or processes you intend to use.)**(Required)**

Where can these responsibilities be performed?**(Required)**

Combination of on-site and remote

On-site

Remote

Negotiatble

Please provide any safety information specific to this opportunity. **(Required)**

Please indicate how many students you are seeking for this opportunity. **(Required)**

Please indicate the number of hours and duration a student would need to commit for this opportunity.

Hours

Duration

Are there any evaluations/surveys that will be requested of students? **(Required)**

Yes _____ No _____

Is this an ongoing opportunity? **(Required)**

Yes _____ No _____

Are students expected to use a personal vehicle as part of this opportunity? **(Required)**

Yes _____ No _____

Are students responsible for any fees as part of this opportunity? **(Required)**

_____ No Fees will be incurred by students	_____ Parking Fee
_____ Background check	_____ Licensing Fee
_____ TB Tests	_____ Unknown
_____ First/CPR Certification	_____ Other

Are students receiving any form of compensation for this opportunity? **(Required)**

Yes _____ No _____

If Yes is checked please provide compensation details. (Indicate frequency, amount, if students are shown this, etc.)

Provide any additional information for students in regards to the application process (e.g., how to apply, required documents, supplemental questions, interviews etc.)

Comments or questions

Tracking Student Time

Site supervisors have the ability to approve student time securely without needing a login and can determine the frequency with which they would like to review and approve student's submitted hours. The following set of questions are designed to determine your organization's interest in using the online timelog feature. See how it works.

Would your organization be interested in tracking students' time using this online timelog feature?

Yes _____ No _____ (Required)

If you checked Yes.

How often does your site want to approve a student's time?

_____ Immediately after each visit

_____ In bulk, bi-weekly

_____ In bulk, once per week

_____ In bulk, once per month

If you checked No.

How will students check-in at the site?

How will students track hours at the site?
