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 to 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

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
_____ Government
_____ Nonprofit

_____ Private/For-profit
_____ Tribal Entity

Organization Type (select one) (Required)

_____ Administrative Entity
_____ Agriculture or Manufacturing
_____ Arts, Entertainment or Recreation
_____ Charity Organization/Foundation
_____ Education-Administration/District
_____ Education-Adult School
_____ Education-Alternative School
_____ Education-College or University
_____ Education-Early Childhood
_____ Education-Elementary School
_____ Education-High School

_____ Human, Social, or Employment Services
_____ Judicial or Legal Facility/Organization
_____ Military
_____ Place of Worship/Meeting House
_____ Political Organization
_____ Public Utilities
_____ Real Estate or Development
_____ Research Institute
_____ Residential or Home care Facility
_____ Retail Trade or Service Sector
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].

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

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

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

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   _____ Cal Poly Pomona BroncoSERV   _____ Cal Poly San Luis Obispo

_____ Chancellors Office   _____ CSU Bakersfield   _____ CSU Channel Islands

_____ CSU Chico   _____ CSU Dominguez Hills   _____ CSU East Bay

_____ CSU Fresno   _____ CSU Fullerton   _____ CSU Long Beach

_____ CSU Los Angeles   _____ CSU Maritime Academy   _____ CSU Monterey Bay

_____ CSU Northridge   _____ CSU Sacramento   _____ CSU San Bernardino

_____ CSU San Marcos   _____ CSU Stanislaus   _____ San Diego State University

_____ San Francisco State University   _____ San Jose State University   _____ Sonoma State

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

### 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.

<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Main Contact First Name</td>
<td>________________________________</td>
</tr>
<tr>
<td>Main Contact Last Name</td>
<td>________________________________</td>
</tr>
<tr>
<td>Main Contact Position Title</td>
<td>________________________________</td>
</tr>
<tr>
<td>Main Contact Phone</td>
<td>________________________________</td>
</tr>
<tr>
<td>Main Contact Email</td>
<td>________________________________</td>
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</tbody>
</table>

### 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).

<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Legal Contact First Name</td>
<td>________________________________</td>
</tr>
<tr>
<td>Legal Contact Last Name</td>
<td>________________________________</td>
</tr>
<tr>
<td>Legal Contact Position Title</td>
<td>________________________________</td>
</tr>
<tr>
<td>Legal Contact Phone</td>
<td>________________________________</td>
</tr>
<tr>
<td>Legal Contact Email</td>
<td>________________________________</td>
</tr>
</tbody>
</table>

- [ ] This is the same person as the Main Contact.

(Required)
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 provide information about the opportunity you have available for students enrolled at our institution.

For which program(s) should this opportunity be available? (Required)

_____ Community Engagement   _____ Academic Internships

Opportunity Title (Required):

Has a student been selected for this opportunity? (Required)

Yes_____  No_____ 

Opportunity Summary (This is the elevator pitch to get students interested in the opportunity.) (Required)

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

By the end of this opportunity, students will have learned...(Learning outcomes are statements that described the knowledge or skills students should acquire by the end of the opportunity) (Required)

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
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                                _____ Negotiable

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.

<table>
<thead>
<tr>
<th>Hours</th>
<th>Duration</th>
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</table>
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?

____________________________________________________________________________________