

Faculty: Service-Learning Administrative Requirements

CICE has developed a series of processes that provide a streamlined way to remain in compliance with EO 1064 and UPS 411.600, minimize time and effort required of faculty while providing the benefit of collecting and storing data that can later be used for analysis and research by faculty, the University and the CSU system alike. Please be sure to follow the requirements below.

First-Time Set Up				
Requirement	What is it?	What do I need to do?	Time Needed	Due
Community Engaged Learning Tool (CELT)	The CELT was developed by the Chancellor's Office to standardize service-learning and community-engaged learning class attribute assignment. This facilitates data collection and analysis at the class, department, University and system-wide levels. Completing this is necessary for your course to be considered service-learning by CICE and the campus.	Click the following link and complete the survey: https://app.calstates4.com/fullerton/node/370386	15-20 minutes	When class is approved.
Semesterly Requirements				
Requirement	What is it?	What do I need to do?	Time Needed	Due
Complete Service-Learning Notification form	A brief form allows us determine which class sections are offered as service-learning and allows class information to be brought into our system. If you are teaching a service-learning class in the upcoming semester we'll ask you to complete this form.	Click the link in the email when you receive it and complete the form.	<5 minutes	Ideally, 6 weeks prior to semester start date
Service Site Setup (Only for new service opportunities)	A Brief form that gathers a basic description of the service opportunity from you. Service opportunities must be approved in line with EO 1064 and UPS 411.600. CICE will reach out to your partner site to gather the remaining information required for approval.	Click the link in the email when you receive it and complete the form for each service opportunity . Follow up with partners.	<5 minutes per site/form submission	Upon receipt of email request
Distribute Student CICE Registration Instructions	CICE uses the CalStateS4 system (referred to as the CICE Registration at CSUF) to register students engaged in experiential learning activities to meet compliance requirements, ensure that all parties are informed of their obligations and appropriate insurance coverage is in place.	CICE will provide you with a tailored, step-by-step registration instruction sheet which you may distribute to your students as you choose.	<2 minutes	First week of class
Student CICE Registration Follow Up	A review of student placements in the CICE Registration/CalStateS4 system. CICE will notify unplaced students at the end of week 2 that they must place as soon as possible and offer assistance to do so. Students service hours cannot be counted until they complete the CICE Registration.	When notified, access the CICE Registration and follow the directions to send out a reminder: http://www.fullerton.edu/cice/resources/pdfs/faculty/S4%20Faculty%20Walkthrough.pdf	<10 minutes	Prior to students beginning service