

Cal Poly Humboldt students participate in community service in [a wide range](#) of ways. The [Center for Community-Based Learning](#) (CCBL) is available to assist faculty with academic internship and service learning course development and requirements. Contact ccbl@humboldt.edu for more information.

Academic Internships

- Cal Poly Humboldt's [academic internship policy](#) is written in accordance with [CSU Executive Order 1064*](#), which offers this description of what an internship entails:
 - An internship formally integrates the student's academic study with practical experience in a cooperating organization. It is an off-campus activity designed to serve educational purposes by offering experience in a service learning, business, non-profit, or government setting. For the purpose of this executive order, **internship does not include teacher preparation placements or clinical placements** such as for nursing, counseling, physical therapy, or occupational therapy.
- Internships out of College of Professional Studies (CPS) programs are under the domain of national accreditation guidelines for each professional field. For assistance, please contact Bella Gray, CPS Student Placements & Community Engagement Specialist, bella.gray@humboldt.edu.
- Academic internships involve a minimum of 45 hours, with an average 60+ hours of academically relevant service/research activities that can be virtual, in person or a combination, with the community partner(s) per semester.
- Internships for course credit can be paid or unpaid experiences. If a student's place of employment is approved by faculty to count for the internship course, the site may be "Exempt" from site approval paperwork under certain circumstances. For more information on risk management requirements, please see <https://ccbl.humboldt.edu/faculty/risk-management-and-faqs>.
- Internship courses at Cal Poly Humboldt should be numbered 482/582/682, as appropriate, and must have intern or internship in the course title.
- Please contact the CCBL for assistance with the university-agency placement agreement process, as these can take weeks and much longer to establish.

Service Learning

- The [CSU describes](#) service learning as follows:
 - Service learning promotes student learning through active participation in meaningful and planned service experiences in the community that are substantively related to course content. Through reflective activities, students enhance their understanding of course content, general knowledge, sense of civic responsibility, self-awareness, and commitment to the community.
- Service learning courses also fall under the domain of [CSU Executive Order 1064](#).
- Service learning pedagogy integrates [eight essential elements](#) that are defined, with course design tips, on the CCBL website.
- Involves an average of 20-30 hours per semester, with a minimum of 10 hours of academically relevant service/research activities that can be virtual, in person or a combination, with the community partner(s) per semester.
- Per Cal Poly Humboldt's [service learning policy](#), new service learning courses must acquire an S-designation in Modern Campus Curriculum (MCC - formerly Curriculog), **Please contact the CCBL for guidance and support before launching a proposal in MCC.**
 - Courses may trial service learning practices prior to seeking S-designation in coordination with CCBL. (All risk management requirements apply.)
- Students engaged in service learning for course credit can be paid (employed by a community or campus organization) or unpaid (typically for nonprofits, government agencies, or schools).

Logistics for Internship and Service Learning Courses

- Faculty teaching academic internship, service learning and other community engaged learning courses must:

- o Verify that student placements are appropriate for the course learning outcomes and ensure that the placement site is able to provide a safe, well-supervised, and educational experience
- o Confirm that the site is an approved learning site and active in the CSU's [S4 database](#). Sites can at times be challenging to find in S4 (or may be covered by other agreements), so when in doubt, please contact the CCBL staff for assistance.
- CCBL can provide more information on S4 and approved sites, including how to seek approval of a new site (which can take weeks and longer to establish).
- Students in both service learning and academic internship courses need to do the following in [S4](#) before beginning service at their site:
 - o [Report their site placements and](#)
 - o [Complete required risk documents](#) (Release of Liability and Student Learning Plan/Participation Guidelines/AV Release).
 - o These risk documents are minimally required in case of audit and will remain in the database for at least 3 years.
 - o [S4 tutorial videos](#)
 - PDF Guides:
 - [What is S4 and How to Find it](#)
 - [How to report your community placements in S4](#)
 - [How to fill out forms in S4](#)
 - o Community Partner signatures are recommended on the following student risk documents:
 - At this time, a signature from the community partner on the Student Learning Plan (SLP) is recommended. The community partner may want to keep a copy of the SLP for faculty/student contact information.
 - A Time Log with a site supervisor signature is highly recommended; and while it is recommended that faculty store these Time Logs for three years, at this point it is not required.
 - Please contact CCBL for the above risk documents, if needed outside of S4.

Student Liability Coverage

- **Students enrolled in a Cal Poly Humboldt Course that meet the following criteria are covered by SAFECLIP or SPLIP Insurance**
 - It is a service learning (S-Designated or developing into a service learning) course or an academic internship course (typically numbered 482, 582, 682, with the word “intern” or “internship” in the course title)
 - The course and department are working with the Center for Community Based Learning or the College of Professional Studies assigned staff to manage the course in the S4 reporting system.
- o ***If a Cal Poly Humboldt course is NOT meeting the above criteria, and it has “CSU students performing community service or volunteer work for academic credit,” then the risk manager will need to do a case-by-case risk analysis on the course/situation to determine requirements.**
- **Definitions:**
 - o **Student Academic Field Experience for Credit Liability Insurance Policy (SAFECLIP):** provided to CSU Students enrolled in required credited coursework such as service learning programs and other courses of the CSU where the internship experience is required by the course in which students earn academic units. SAFECLIP includes General Liability and Professional Liability of CSU enrolled students performing community service or volunteer work for academic credit; and students enrolled in radio, television or film credential programs of the CSU.

- **Student Professional Liability Insurance Program (SPLIP):** provided to CSU Students enrolled in Nursing, Allied Health, Social Work, or Education credential programs of the CSU. SPLIP covers General Liability and Professional Liability of CSU students enrolled in a Health Profession practicum, Social Welfare program, Social Work program, or Education Credential program of the CSU who are required by a host institution to obtain general liability and/or professional liability insurance for participation in the institution’s affiliation program. [Note: At this time, students from these programs pay an additional course fee to cover SPLIP.]
- **Agreements established between the University/CSU and the community agency ensure coverage for institutional facilities, and students in off-campus activities:**
 - **Off campus activities FAQ** - updated 5.25.18 to clarify **2011 CO Executive Order 1064 - Student Internships:**
 - “Students enrolled in Nursing, Allied Health, Social Work, or Education credential programs of the CSU who also perform health community service or volunteer work for academic credit are covered by the Student Professional Liability Insurance Program (SPLIP). Other CSU students performing community service or volunteer work for academic credit and students enrolled in radio, television or film academic programs of the CSU are separately covered by the Student Academic Field Experience for Credit Liability Insurance Program (SAFECLIP).”
 - “If a written agreement is in place and the placement is for academic credit, SAFECLIP or SPLIP would apply... In order to guarantee coverage under SAFECLIP, a written agreement must be in place.”
 - Per the FAQ, a written agreement such as the Learning Site Agreement (LSA) that is established between the University and the community agency not only requires both parties to maintain FACILITY insurance (LSA item III.D.): “...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: VII.”, but also provides SAFECLIP insurance for the student.
- Additional risk guidance for academic internship and service learning courses, including **Completing Placements Outside Semester Timeframes, and information on students that are in Employed/Exempt placements**, can be found at: <https://ccbl.humboldt.edu/faculty/risk-management-and-faqs>

IRB Considerations

- Most service projects won't require IRB, especially if results are used only for internal class papers, per the [IRB Policy Re: IRB applications done by students as course assignments](#). IRB is required for any project that produces content from human subjects that is shared publicly and that qualifies as research. For more information please contact (707) 826-3011, irb@humboldt.edu or go to their website at: <https://www.humboldt.edu/institutional-review-board>

Other Forms of Community Engaged Learning

- **Curricular Community Engaged Learning** - Summer 2024: The Chancellor’s Office is working on a new draft [CSU Student Academic Internship and Community Engaged Learning Policy](#) that will soon replace EO 1064. The new policy establishes guidelines for academically based student internships, service learning and (new) other forms of curricular community engaged learning.
 - This draft policy defines Curricular Community Engaged Learning as “course-based community service experience characterized by reciprocal partnerships that enhance student understanding, the outcomes of which benefit the common good.”
 - ***Current guidance for Humboldt courses that have “students performing community service or volunteer work for academic credit” and are not clearly service learning or academic internship courses, requires case-by-case risk analysis by the campus risk manager on the course/situation to determine requirements.**

- **Grant-funded internships**, whether for course credit or not, are overseen by the Sponsored Programs Foundation, and may be paid or unpaid.
- **International service learning and internship** programs are under the purview of International Programs at the College of Extended Education & Global Engagement, in collaboration with the campus risk manager. The CCBL can provide support in best practices and activities for these experiences.
 - Faculty overseeing international service learning courses that develop with S-Designation are responsible for reporting placement sites, number of students and hours served for the course to the CCBL at the end of the course, as part of the Chancellor's Office Call to Service grant and campuswide community engaged learning tracking purposes. Examples: World Languages and Cultures 480: International Service Learning Program (ISLP): Philippines; WLC 480 (section 2) ISLP Mexico. (S-Designation in progress Summer 2024 will provide an "S" after course number).
- Students may also participate in internships or service with community organizations NOT for course credit. In these cases, they are considered **direct volunteers/employees/interns of the organization**, with no Cal Poly Humboldt affiliation. The community organization in these cases is directly responsible for general liability, etc.