

Students may choose to complete Service Learning or Academic Internship course service on campus.

### Service Learning

A collaboration between students, community partners, and faculty that connects academic coursework with service to address community defined needs. Service Learning promotes reciprocity - all parties share responsibility and gain benefits. These courses typically require students to conduct 25-30 hours of service.

### Academic Internship

Integrates students' academics with practical experience at a collaborating organization. The emphasis is on students' academic, professional, and personal development; organization goals may also be met. These courses require the student to conduct 60+ hours of service.

**HSU programs hosting students from these courses should be aware of the following requirements:**

1. An on-site HSU staff or faculty needs to be available as Site Supervisor for students from these courses and must
  - a. Work with the student and course faculty to develop learning objectives and activities relevant to the course and beneficial to your program.
  - b. Provide guidance and ensure a safe, inclusive and educational experience for the student, while helping with orientation, department emergency procedures, training, feedback and support throughout the student's service experience. Be aware of S4 online reporting system for Service Learning and Academic Internship course students.
  - c. Under faculty guidance, the student will report in S4 their placement site, and complete risk documents required for the experience. If your program or department has not yet been added to S4 as an approved site, please contact the Center for Community Based Learning.
  - d. Sign the two student risk documents, if brought to you by the student (depends on faculty requirements): the HSU Student Learning Plan, and the HSU Student Time Log.
  - e. The student then submits these two documents to the faculty teaching the course. The Site Supervisor may be asked to provide feedback on the student's experience.
2. It is strongly recommended that the program prepares a position description to clarify expectations for the student before service begins. State goals, responsibilities and requirements, support a climate of diversity and inclusivity at the site, paid or unpaid status.
3. HSU Social Work, Psychology, and Teacher Education department placements may differ from Service Learning and Academic Internship course placements from other HSU departments.
4. For a current list of HSU Service Learning and Academic Internship courses and more information, please contact the Center for Community Based Learning.

