

FOR MORE INFORMATION:

The HSU Center for Community Based Learning

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Screening and Beginning Service

THE CENTER FOR
Community Based Learning

Learning in Action



HUMBOLDT STATE UNIVERSITY

SETTING THE PARTNERSHIP UP FOR SUCCESS

Student Approaches.

Students may contact you with varying levels of professional approaches and at different times during the semester. Be patient, helpful, and ask questions about whether they're seeking service opportunities for course credit or as your direct volunteers.

Position Descriptions.

Share with students your agency's position descriptions. These should list screening requirements, qualifications, and can help you promote your service opportunities.

Screening.

It is important to share any initial requirements such as Live Scan, TB tests, immunizations, skills, etc. The HSU Student Health Center and University Police can provide many of these services. Share any financial/resource assistance your organization may provide. Maintain the confidentiality of any results, as required by federal and state law.

Schedule an intake session.

Interview students and share mutual expectations, to ensure the match will be successful. Review and make a copy of the *HSU Student Learning Plan*, to gather contact information, course learning and service objectives.

Consider thinking "outside the box."

Students may approach you with unique skills and abilities that might serve needs at your agency that you had not previously considered.

Be selective.

If a student's qualifications are not in harmony with your needs, it is your right to request a different student. Although faculty may refer students to your agency, the final selection will be made by you.

Orient students.

Provide students orientation to the agency mission, facilities, staff, services and policy/procedures including training, dress code, confidentiality, and safety/emergency procedures.

Be aware that:

Students juggle myriad responsibilities including class requirements, jobs, and family responsibilities. Each student is at a different personal development stage, and comes from a unique background. Faculty also juggle many responsibilities and may run the gamut of being highly involved to more hands off.

Other Reminders:

- Students may not drive, use power tools or pay out-of-pocket expenses for the agency.
- Paid staff must be present when students are serving children and other vulnerable clients.
- Unless students are employed by your agency, any products developed are the property of students. Students can grant rights to the organization to use the products if they choose.
- Students are required to keep an ongoing and accurate time log. (This helps you be aware of who is on site).
- If you have questions, first contact the faculty overseeing the student's course.
- For further questions, contact the Center for Community Based Learning at (707) 826-4964.

"My experience in Service Learning has been eye-opening... [I believe] Service Learning has helped to share my knowledge in the community and provide Spanish speakers the resources they need."

Spanish Service Learning Student

