

California State University, Long Beach  
Center for Community Engagement  
Remote and Non-Remote Service Learning  
Fall 2020

All experiential learning programs will prioritize virtual/remote learning options to the extent possible. Given that priority, the majority of service learning opportunities that will be offered to CSULB service learning students will be 100% remote. Some exceptions to this policy may be considered on a case-by-case basis.

### What Does this Mean for your Organization?

1. When we receive service learning opportunities, we will first and foremost:
  - a. Ensure organizations have fully-executed, active Affiliation Agreements and
  - b. Prioritize opportunities that can be accomplished by a student fully remotely, including any on-boarding activities.
2. We will consider non-remote opportunities from organizations that:
  - a. Have fully-executed, active Affiliation Agreements,
  - b. Offer both 100% remote opportunities and non-remote opportunities, and
  - c. Have already established partnerships with faculty teaching service learning course(s) this semester.
3. We may consider other non-remote opportunities at organizations that have clear potential for partnering with one of our existing service learning courses.
4. Non-remote opportunities that do not fall within the above categories will not be considered.

Organizations that fall under conditions #2 and #3 above must be able to demonstrate that their non-remote opportunities meet the criteria established by the University<sup>1</sup> in order to be considered for an exception. Priority will be given to those with remote and non-remote opportunities over those with only non-remote opportunities.

### General Instructions for Submitting a Service Learning Opportunity

To submit a service learning opportunity,

- Use the **S4 Community Partner Update Form**. You may request this form by e-mailing us at [CCE-SL@csulb.edu](mailto:CCE-SL@csulb.edu).
- Be sure to enter the service learning opportunity in the “Opportunity” section of the form, not in the general program description section in the first part of the **S4 Community Partner Update Form**.

- Enter detailed information about each service learning opportunity in a separate form (do not bundle them together in one overly general submission).
- You may re-use the same link to open a new form and make additional submissions, but only after you have submitted the previous form. Please note that the system requires a 5 minute “refresh” between submissions.

### To Submit a 100% Remote Service Learning Opportunity

Please provide sufficient detail to allow for a complete understanding of:

- The work that students will be doing and how it will be accomplished remotely,
- The health and safety risks that may be associated with these activities (if any),
- Any other details that help students understand the expectations for this opportunity.

### To Submit a Request for an Exception for Service Learning Opportunities that are not 100% Remote

- 1) **Complete the Opportunity section of the S4 Community Partner Update Form.** Please provide sufficient detail to allow for a complete understanding of:
  - a. The work that students will be doing and why it cannot be accomplished remotely,
  - b. The health and safety risks that may be associated with these activities
  - c. Any health and safety training provided to students, and
  - d. Health and safety protocols that are in place at your organization.
  - e. Any other details that help students understand the expectations for this opportunity.
- 2) **If you also have 100% remote service learning opportunities,** please note that in your description above, then complete a separate **S4 Community Partner Update Form** with the 100% remote opportunity detailed in the Opportunity section.
  - a. Please use the same link provided to you.
  - b. You will not be able to complete the additional form until after you have submitted the previous form.
- 3) Please provide us with:
  - a. A statement that demonstrates that your organization provides services that are included in the Governor’s Essential Critical Infrastructure list. Please include the following language: “*[Name of your Organization] is familiar with and in compliance with the current CDC guidelines and applicable governmental directives.*” Link to the Governor’s Essential Critical Infrastructure List: <https://covid19.ca.gov/img/EssentialCriticalInfrastructureWorkers.pdf>
  - b. A copy of the written safety guidelines or work plan your organization has implemented in response to COVID-19. This plan should include information about physical distancing, use of appropriate personal protective equipment in accordance with CAL/OSHA and CDC recommendations, and methods of minimizing exposure and routine environmental cleaning.

- c. Submit the statement relating to the Governor’s Essential Critical Infrastructure list and your written safety guidelines or work plan to [CCE-SL@csulb.edu](mailto:CCE-SL@csulb.edu).

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#### <sup>1</sup>University Criteria for In-Person Placement and Activities:

- ✓ There is a fully-executed Affiliation Agreement between your organization (“ Site”) and the University if the placement is unpaid.
- ✓ The Site hosting our student provides services that are included in the Governor’s Essential Critical Infrastructure list:  
<https://covid19.ca.gov/img/EssentialCriticalInfrastructureWorkers.pdf>
- ✓ The placement hours are required and are not able to be earned via virtual modalities. The Site must describe the service learning activities to be completed, and make a case for why the work must be completed in-person.
- ✓ The Site provides a copy of their written safety guidelines or work plan that they have implemented in response to COVID-19. This plan should include information about physical distancing, use of appropriate personal protective equipment in accordance with CAL/OSHA and CDC recommendations, and methods of minimizing exposure and routine environmental cleaning.
- ✓ Juan Benitez, Executive Director, Center for Community Engagement, verifies the in-person service learning activity meets university criteria.
- ✓ Student views the [health and safety training video](#) for in-person, off-campus placements created by CSULB. Student must view the video prior to beginning their face-to-face service learning activities.
- ✓ Student signs the Acknowledgement of Risk form indicating that the student has viewed the health and safety training video and has been informed of and understand the risks to their own health presented by COVID-19 (this form is available to students on S4).