

Faculty Checklist for Visit to Community-Based Organization

Adapted from *Best Practices for Managing Risk in Service Learning* (www.calstate.edu/csl)

Arrange an in-person site visit to accomplish the following:

- Discuss the service-learning objectives of this placement.**
- Talk about the mission of the community-based organization (CBO) and share the university's and service-learning office's mission.**
- Discuss the nature of the service-learning placement.**
 - How many students will be placed?
 - How will their schedule be determined?
 - How will their work fit in with their academic objectives? What will students learn that they can apply to their academic discipline(s)?
 - What role should the faculty play in orientation before students are placed? What orientation does the CBO provide?
 - Who will supervise the students? How can this person be contacted? Is there a back-up supervisor? Who should students call if they will be absent or late?
 - Do students need fingerprinting or background checks? Any certification? Who will pay for this?
- Discuss logistics.**
 - What will students need to do to check in at the site?
 - How will students track their hours at the site?
 - What type of clothing should students wear (i.e., closed-toed shoes, professional dress, casual dress)?
 - Where should students park? Where are the closest bus stops?

- What hours of the day can students volunteer?
- What training would the CBO like the students to have prior to them being placed?
- Will the students meet with their site supervisor prior to their first day of service?
- Where will the students work? Are they provided with computers or other materials they will need? Will students be asked to bring any materials with them?
- Will the students be asked to become official volunteers of the CBO? Will they be asked to assign a waiver or fill out any other forms?
- Who should the university contact at the CBO in case of an emergency? Who should the CBO contact at the university in case of an emergency?

Identify risks.

- Does the CBO provide a safety orientation?
- Will students ever work unsupervised with clients?
- Will the CBO request emergency contact information? How will it be used? If the CBO is not collecting, the University should.
- Outline the specific risks involved in this placement. Are there any risks inherent to the community?
- Discuss how this information will be incorporated into a Memorandum of Understanding.

Tour the site.

- CBO should give the university staff and/or faculty member a tour of any facilities or sites in which service-learning students will be working.
- CBO should introduce any staff members who will supervise students, or work directly with students.
- University staff/faculty should be looking for any potentially risky situations and the CBO should bring any risk factors to the attention of university representative.

Talk about evaluations.

- What evaluations /surveys will be requested? By whom? Filled out by whom?

At what times throughout the service experience will surveys/evaluations be requested?

How will the information from the surveys be used in the future?

Discuss privacy rights.

Are students allowed to take pictures or video?

What specific policies apply to the clients served?