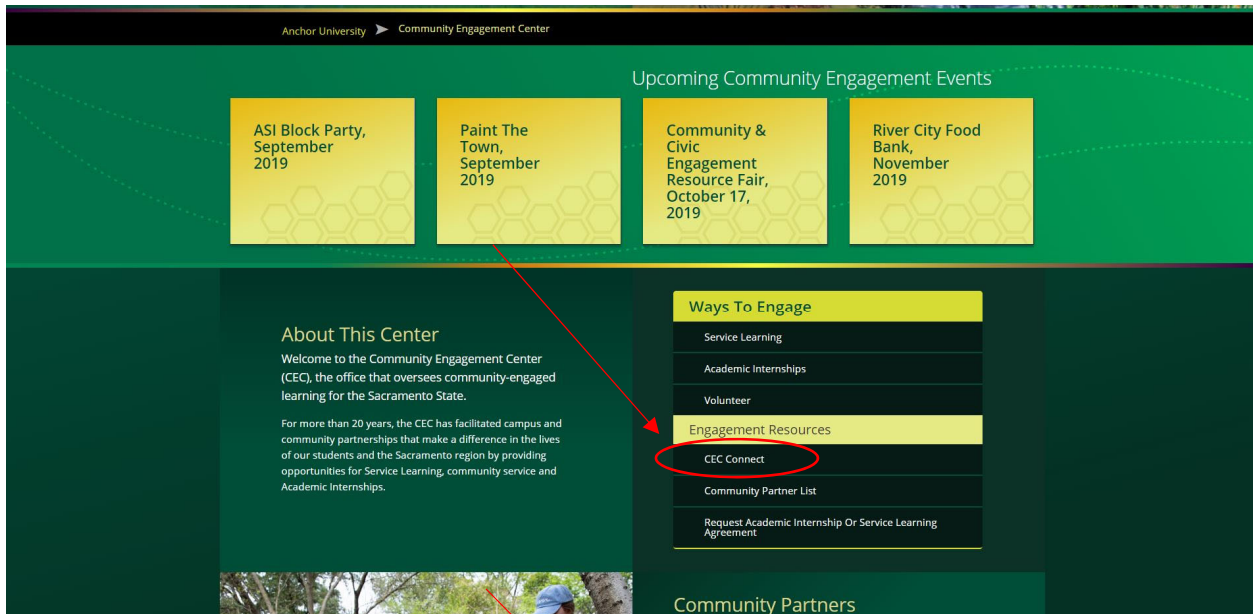
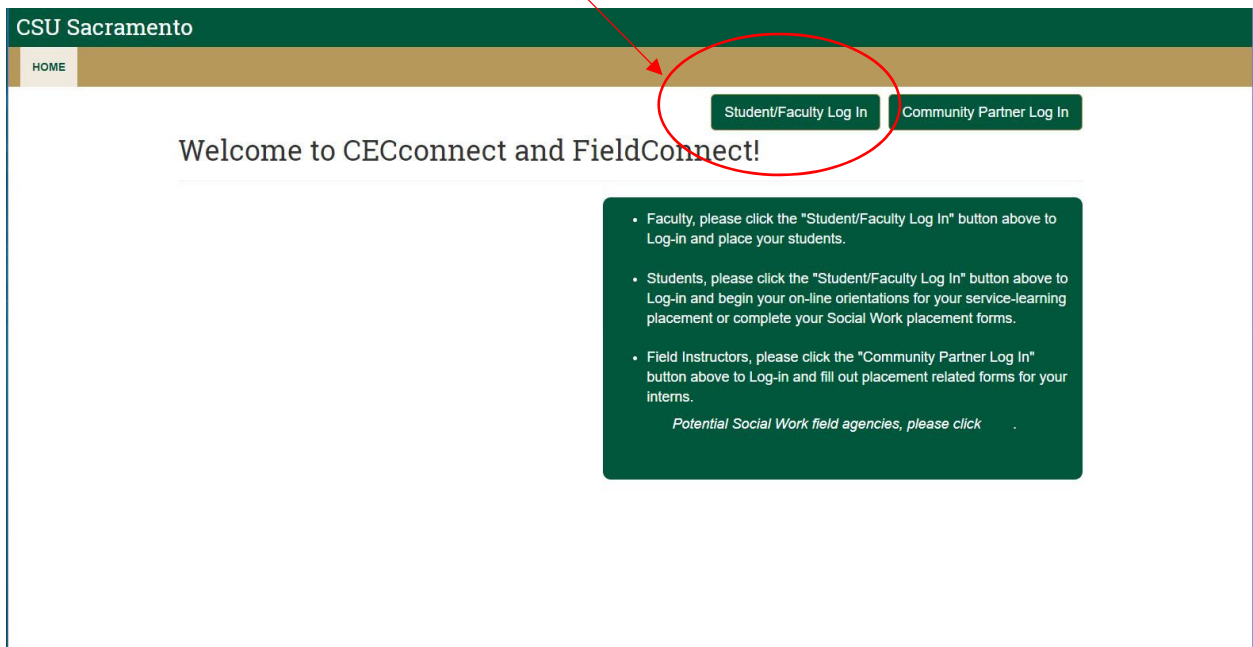


## Student Online Orientation on CECconnect – Academic Internships

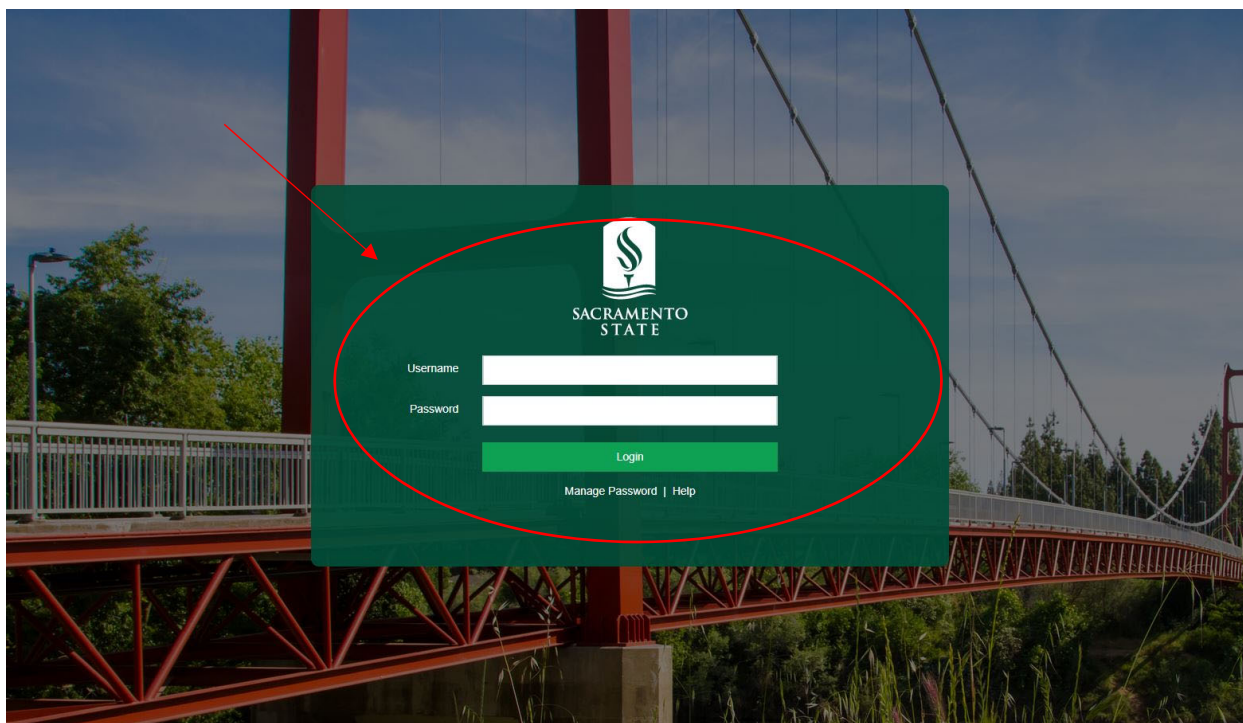
1. Go to the CSUS.EDU/CEC website (Home page for Community Engagement Center)
2. Click on: CECconnect



3. Click on "Student/Faculty Log In"



4. Log-in with your SacLink ID



5. Once you Log in, you will come to a screen that has your name on it and any course(s) that you're taking that has a Service Learning or Academic Internship Component

Hello SacStudent-Training 1! What would you like to do?

[View the dashboard guided tour](#)

✓ You are now masquerading as **studentsac1train**.

Course

Fall 2021	DEMO 100 (1): DEMO Course	<a href="#">Browse</a>
Fall 2021	DEMO 100 (1): DEMO Course - Acad Intern	

[View my placements](#)

You have 2 current placements and 4 past placements.

**Pending Tasks**

- **Create your Timelog for Arden Middle School [#162895]**
- You have a placement at *Blue Line Arts* that **requires** completing the following form: Academic Internships Orientation Form Fall 2021

6. There's also a box that says: **Pending Tasks**
  - a. **Please note: If you do not see this box, STOP AND INFORM YOUR INSTRUCTOR.**
7. In this box, please click on "Student Orientation Forms"

8. When you click on this, it will take you through a process of **completing the following forms on-line**:
- a. **Informed Consent, Agreement, Release, Waiver of Liability and Assumption of Risk**
  - b. **Code of Conduct Guidelines and Limitations**
  - c. **Student Consent for Release of Records for Student Placement (FERPA)**
  - d. **In terms of your placement,**
    - i. **Click “yes” if you will be physically at the site during the semester. You will then be required to complete the COVID-19 Closure and Training on the next 2 windows; or,**
    - ii. **Click “no” if you will complete your hours remotely.**

## Academic Internships Orientation Form Fall 2021

You are masquerading as studentsac1train. [Switch Back](#)

Start   Check Age   COVID-19 Disclosure   COVID-19 Training   Academic Internship Orientation   Informed Consent   Code Of Conduct   Student Consent   Forms   Complete

**Before you begin your Academic Internship experience, you will need to:**

1. Participate in the Academic Internship on-line orientation beginning on the next screen.
2. If your placement is off-campus face to face experiential learning, you will need to complete the COVID-19 Training.
3. Review the Informed Consent, Code of Conduct and Student Consent for Release of Records for Student Placement (FERPA) forms and at the end of each page, you will need to check a box indicating that you have READ, UNDERSTAND AND AGREE TO THE TERMS.
4. Finally, please remember to DOWNLOAD AND PRINT:
  - a. The Emergency Contact Form, which you will submit to your Site Supervisor
  - b. The Time Log which you will use to keep track of your hours.

Name

Email

Why are you taking this course (CHECK ALL THAT APPLY)? **Required**

GE  Upper Division  Lower Division  Major Course  Graduate Course

Is the placement face-to-face? **Required**

Yes  No

Are you 18 or over? **Required**

Yes  No

9. If you clicked “yes”:
- a. You confirmed that your placement requires you to be on site. Please read the “COVID-19 Disclosure and Acknowledgment of Risk” and then click on the box to confirm that you read, understood and agreed to the terms of this document.

CSU Sacramento NEED HELP? STUDENTSAC

HOME SITES OPPORTUNITIES LOGOUT

## Student Orientation Forms (Fall 2021)

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Start Check Age **COVID-19 DISCLOSURE** COVID-19 TRAINING SERVICE LEARNING Orientation Informed Consent Code Of Conduct FERPA Forms Complete

**COVID-19 DISCLOSURE AND ACKNOWLEDGEMENT OF RISK FOR NON-CLINICAL EXPERIENTIAL LEARNING**

Pursuant to the professional licensing requirements established by the State of California and/or national accreditation/certification standards, or major program requirements, STUDENT is required to engage in a specified percentage of experiential learning involving onsite programs. STUDENT is voluntarily electing to participate in the ACTIVITY at this time in order to satisfy that requirement as expeditiously and quickly as possible, notwithstanding the COVID-19 pandemic. STUDENT is free to opt out of ACTIVITY at any time and inform the University of that decision. STUDENT understands that opting out of ACTIVITY may affect credit earned in the course and/or progress to degree.

In electing to participate in the ACTIVITY, STUDENT understands, recognizes, and has taken into account the following:

- The ACTIVITY may require and involve direct contact, including physical contact, with other individuals present at the facility. Virtual or online training does not require or involve such direct contact.
- Since in or about January 2020, there has existed and continues to exist a nationwide pandemic commonly referred to as the COVID-19 pandemic. COVID-19 is highly contagious, and capable of widespread person-to-person transmission.
- During the ACTIVITY, STUDENT may come into direct or close contact with other individuals at the facility or in the field who have contracted COVID-19 or who might otherwise be contagious, and/or STUDENT may be exposed to and/or contract COVID-19. There is and can be no guarantee that STUDENT will not be exposed to or contract COVID-19 during the ACTIVITY.
- [SACRAMENTO STATE/Department] makes no representations and can give no assurances about the degree to which STUDENT may be exposed to COVID-19 during the ACTIVITY.
- [SACRAMENTO STATE/Department] makes no representations and can give no assurances about the risk or probability that STUDENT may contract or transmit COVID-19 during the ACTIVITY.
- [SACRAMENTO STATE/Department] makes no representations and can give no assurances about the practices, measures or methods employed or adopted by the facility related to the COVID-19 pandemic, or the sufficiency and adequacy of those practices, measures or methods.
- Notwithstanding any practices, measures or methods employed or adopted by the facility, there will still be a risk and possibility of contracting or transmitting COVID-19 during the ACTIVITY.

STUDENT has carefully read and understands the contents of this COVID-19 Disclosure and Acknowledgment of Risk for Experiential Learning and is signing this document freely and voluntarily.

**COVID-19 DISCLOSURE CONFIRMATION** Required

I have read, understood, and agreed to the terms of this document.

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- b. On the next page, please click on the link to the [CSU Learn page](#) to complete the COVID-10 Training.
- c. Please return to this page and click on the box to confirm that you read, understood and agreed to the COVID-19 Training Guidelines

CSU Sacramento NEED HELP?

HOME SITES OPPORTUNITIES LOGOUT

## Student Orientation Forms (Fall 2021)

✔ You are masquerading as studentsac1train [Switch Back](#)

Start Check Age COVID-19 DISCLOSURE **COVID-19 TRAINING** SERVICE LEARNING Orientation Informed Consent Code Of Conduct FERPA Forms Complete

**SACRAMENTO STATE RISK MANAGEMENT INTERNSHIP PROTOCOLS**

**Participation in COVID-19 Training for non-clinical off-campus face-to-face service learning/internship experience is required.**

All students shall take Sacramento State Risk Management Services (RMS) COVID-19 training. This training is located on CSU Learn.

Please click [HERE](#) to access CSU Learn. Select "Sacramento" as the campus and login using your Sac State username and password.

The COVID-19 Training Assignment will open in a separate browser.

**Once you complete the COVID-19 training, please come back to the CECCconnect page to confirm that you completed the form for the training. If you exit prior to completing the training, you may be required to repeat the course.**

**COVID-19 Training Confirmation** Required

I have read, understood and agreed to the COVID-19 Training Guidelines.

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10. In each online forms, you will complete the following:
  - a. Informed Consent, Agreement, Release, Waiver of Liability, and Assumption of Risk
    - i. Complete the following: name, phone number, Saclink ID, email address.
    - ii. Check the box "I have read the document..."

Start      Check Age      Orientation      Consent      Code Of Conduct      FERPA      Forms      Complete

## INFORMED CONSENT, AGREEMENT, RELEASE, WAIVER OF LIABILITY, AND ASSUMPTION OF RISK

In consideration for being allowed to participate in this Activity, on behalf of myself and my next of kin, heirs and representatives, I **release from all liability and promise not to sue** the State of California, the Trustees of the California State University, California State University, Sacramento and their employees, officers, directors, volunteers and agents (collectively "University") from any and all claims, **including claims of the University's negligence**, resulting in any physical or psychological injury (including paralysis or death), illness, damages, or economic or emotional loss that I may suffer because of my participation in this Activity, including travel to, from and during the Activity.

I am voluntarily participating in this Activity. I am aware of the risks associated with traveling to/from and participating in this Activity, which include but are not limited to physical or psychological injury, pain, suffering, illness, disfigurement, temporary or permanent disability (including paralysis), economic or emotional loss, and/or death. I understand that these injuries or outcomes may arise from my own or other's actions, inaction, or negligence; conditions related to travel; or the condition of the Activity locations(s). **Nonetheless, I assume all related risks, both known or unknown to me, of my participation in this Activity, including travel to and from the Activity.**

I agree to **hold** the University **harmless** from any and all claims, including attorney's fees or damage to my personal property that may occur as a result of my participation in this Activity, including travel to, from and during the Activity. If the University incurs any of these types of expenses, I agree to reimburse the University. If I need medical treatment, I will be financially responsible for any costs incurred as a result of such treatment. I am aware and understand that I should carry my own health insurance.

I am 18 years or older. I **understand the legal consequences of signing this document, including (a) releasing the University from all liability, (b) promising not to sue the University, and (c) assuming all risks of participating in this Activity, including travel to, from and during the Activity.**

I understand that this document is written to be as broad and inclusive as legally permitted by the State of California. I agree that if any portion is held invalid or unenforceable, I will continue to be bound by the remaining terms.

Please print your name Required

Phone # Required

Student Sac Link ID Required

Sac Link email address Required

Risk and Liability Confirmation Required  I have read and agree to this document, and I am signing it freely. No other representations concerning the legal effect of this document have been made to me.

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### b. Student Code of Conduct Guidelines and Limitations

- i. Complete the following: Name
- ii. Check the box "I have read, understood and agree to all terms..."

**Be appropriate:**

- Treat supervisor(s) and others with courtesy and kindness.
- Dress neatly, comfortably, and appropriately. Many of the placement sites will have dress codes.
- Use formal names unless instructed otherwise.
- Set a positive standard for other students to follow.

**Be flexible:** The level of intensity of activity at a service site is not always predictable. Your flexibility to changing situations can assist the partnership in working smoothly and producing positive outcomes for everyone involved. Notify your supervisor if you require special accommodation in order to participate in an activity.

**LIMITATIONS:****Do Not:**

1. Report to your service site under the influence of drugs or alcohol.
2. Give or loan a client money or other personal belongings.
3. Make promises or commitments that you cannot keep.
4. Give a client or agency representative a ride in your personal vehicle.
5. Tolerate verbal exchange of a sexual nature or engage in behavior that might be perceived as sexual with a client or community organization representative.
6. Tolerate verbal exchange or engage in behavior that might be perceived as discriminating against an individual on the basis of his/her age, race, gender, sexual or gender identity, ability or ethnicity.
7. Engage in any type of business with clients during the term of your service.
8. Enter into personal relationships with a client or community partner representative during the term of your service.

If you feel that your rights have been violated, or that any of the above stated limitations have been violated, please contact your instructor immediately.

Please Print your name Required

Code of Conduct Confirmation Required

I have read, understood and agree to all terms of this Student Code of Conduct Guidelines and Limitations Form.

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c. Student Consent for Release of Records for Student Placement

i. Complete the following: Name

ii. Check the box "I have read, understood and agree to all terms..."

Start      Check Age      Orientation      Consent      Code Of Conduct      FERPA      Forms      Complete

### Student Consent for Release of Records for Student Placement (FERPA)

The federal *Family Educational Rights and Privacy Act of 1974*, as amended, seeks to guarantee both a student's right of access to education records, financial aid records and financial records, and the confidentiality of student information. Institutions may not disclose information contained in education record without the students' written consent except under certain conditions. A student's record may be released to parents, guardians or other this parties by providing a written authorization or consent.

In order to enable the California State University (*Sacramento State*) and my academic internship and/or service learning placement (*Placement*) to monitor my performance in my Placement, I hereby authorize Sacramento State and the Placement identified below to release only those education records (as defined by FERPA) relating to the University's expectations concerning my performance and/or my actual performance in the Placement described below, to each other through their authorized representatives.

**Such disclosure may include any conditions place by the University on my placement as well as information relating to any reasonable accommodation I am requesting as a result of any disability at my placement. I also waive any rights to privacy I may have in such records under any applicable state and federal law. The purpose of this consent to release information is to enable Sacramento State and the Placement to establish the conditions and/or expectations of and monitor my performance in the Placement.**

I understand this Release, and the authorization given above, is effective immediately and **expires at the completion of my placement and in no event will it remain in effect for more than one year after the date of its execution** and I may revoke this Release, in writing, at any time, but if I revoke, I may no longer be eligible for a placement, and my placement could be terminated. I understand I may receive a copy of all records released pursuant to this Release, upon my request. This Release does not apply to any other third party requestor of my education records and neither Sacramento State nor Placement may release my education records to any third party without my express written consent.

Name of Student Required

SacStudent-Demo Student

Student Consent for Release of Records for Student Placement (FERPA) Required

By clicking this box, I understand and agree to all terms of this Student Consent for Release of Records for Student Placement.

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**11. Now, you will download three forms (if applicable):**

- A Student Learning Agreement (if applicable, check with your department)* that you will complete, obtain signatures from your site faculty supervisor, and then submit to your faculty supervisor.
- An Emergency Contact Form* that you will complete and submit at the placement site; and a
- Time Log (if applicable, check with your department)* that you will use to keep track of your hours and at the end of your service, you must obtain signatures from your site supervisor. Once signed by you and your site supervisor, please take a photo, scan or submit a hard copy to your department faculty academic internship supervisor.



**Forms For Emergency Contact and Time Log**

Please download the following forms, complete and submit to the appropriate offices as instructed. You can download and complete the form on your computer, then print them out at your convenience.

- Student Learning Agreement** (Please complete and obtain signatures from your site and faculty supervisor. Then submit form to faculty supervisor.)
- Emergency Contact Form** (Please complete and submit this form to your internship site supervisor.)
- Time Log** (If needed, please make multiple copies of this time log and complete as directed. Once signed by you and your site supervisor, please take a photo, scan or submit hard copy to your department faculty academic internship supervisor.)

After you download the forms, please go back to this page and click the confirmation box below and the "submit" blue button to complete your online orientation process.

**Confirmation** Required  I have downloaded the forms and will submit them as instructed.

[< Previous Page](#) [Submit](#)

**12. Click "submit" – you're done and you will see the following confirmation page.**

- NOTE: If you forgot to download the emergency contact form and time log, please do so on this page.**

# Placement #164270

✔ You are masquerading as studentsac1train. [Switch Back](#)

**Student:** SacStudent-Training 1 Student  
**Placed by:** Francine Redada  
**Course:** DEMO 100 (1): DEMO Course - Acad Intern  
**Program:** Academic Internships  
**Site:** Blue Line Arts  
**Site Staff:** (empty)  
**Opportunity:** (empty)

**Placement Term(s):**  
Fall 2021  
**Estimated Hours:**  
10  
**Reported Hours:**  
Not Reported

## Signup Forms

Academic Internships Orientation Form Fall 2021 [Complete form \\*](#)

\* This form is required to complete your placement.

## Download Forms

Weekly Academic Internship Time Log [Download form \\*](#)

Academic Internships Emergency Contact Form [Download form \\*](#)

AcademicInternshipsToolkit\_Student Learning Agreement\_fillable form [Download form \\*](#)

\* This form is required to complete your placement.