

Guidance for Working with Community Organizations Partnering with Multiple Departments

- First, confirm that the community partner has a current *Community Learning Agreement* with Sac State by checking [CEC Connect/CalState S4 database](#). Note: this database tracks information related to academic internships and community engaged learning at Sac State, not clinical programs or school credential programs.
- Visit or meet with the community agency site supervisor. If the site supervisor's name does not appear in the [CEC Connect/CalState S4 database](#), the faculty member should [contact the CEC](#) to add that staff person to the database. Multiple site contacts can be listed for the same community organization. Similarly, if faculty are working with a new site of the community partner's parent organization, please contact the CEC.
- Faculty do not need to complete a full site assessment if there is already a Community Learning Agreement in place. However, faculty should ensure that the site supervisor can support students with an academically relevant experience, appropriate to the major/field of study.
- Community partners and faculty will work together to identify a shared workplan for supervising and supporting students that is mutually beneficial. This workplan may be individualized to the student or more generic in nature to the department/major.
 - The community partner should identify what the students' duties and responsibilities will be, with feedback from the faculty.
 - Community partner prepares a student orientation for students' first site visit.
 - Students will work the number of hours and complete the duties as agreed upon by the community partner and faculty supervisor.
- Faculty and community partners should cultivate open channels of communication for dealing with any questions or concerns that may arise during the student's internship or community-engaged learning experience.
- Faculty, students, and community partners will adhere to university risk management and liability procedures, which can be found in the [Community Partner Guide](#). - see the section on *Guiding Principles to Reduce Risk*. This includes:
 - Placing the student with the community partner in the CEC Connect database
 - Checking to see that each student has completed the online orientation in CEC Connect
 - For record-keeping purposes, students are asked to keep track of their hours and both faculty and community partners are expected to review and sign off on time logs throughout the semester or at the end of the semester.
- Review resources and toolkits available for [Academic Internships](#) and [Community Engaged Learning courses](#). There are also some [video training modules](#) to help with using CEC Connect/CalState S4.