## CECConnect Instructions for Faculty Academic Internships

Please follow the instructions below:

1. Go to CEC website: <a href="http://www.csus.edu/cec/">www.csus.edu/cec/</a>

Anchor University 🕨 Community Engage	ement Center	C BOOM RECEIPTION		
September Tow	nt The /n, tember	Community & Community & Civic Engagement Resource Fair, October 17, 2019	agement Events River City Food Bank, November 2019	
About This Center Welcome to the Community Engageme (EC), the office that oversees commun learning for the Sacramento State. For more than 20 years, the CEC has faelihat of un students and the Sacramento region apportunities for Service Learning, commun Academic Internships.	nity-engaged ted campus and ence in the lives by providing	Ways To Engage Service Learning Academic Internships Volunteer Engagement Resources CEC Connect Community Partner List Request Academic Internship O Agreement		

- 2. Click on CECconnect
- 3. Select "Student/Faculty Log-in"

Student/Faculty Log In Welcome to CECconnect and FieldConnect!
<ul> <li>Faculty, please click the "Student/Faculty Log In" button above to Log-in and place your students.</li> <li>Students, please click the "Student/Faculty Log In" button above to Log-in and begin your on-line orientations for your service-learning placement or complete your Social Work placement forms.</li> <li>Field Instructors, please click the "Community Partner Log In" button above to Log-in and fill out placement related forms for your interms.</li> <li><i>Potential Social Work field agencies, please click</i> .</li> </ul>

- 4. Log-in with your SacLink Username and Password

## 5. Select "Manage Your Courses"

SU S	Sacrai	mento						
HOME	SITES	OPPORTUNITIES	LOGOUT					
			*	<ol> <li>When you click agencies with who</li> <li>Please he sure</li> </ol>	on 'Manage your courses' below, you will have the opportur m you already have a connection. If you see a partner with w doupload your cyllabus for each service learning course you your courses	ity to add community partr hom you like to work but d	ner sites to your cour lo not yet have a cor	rse – these community partners sites should be nnection, please contact the CEC.
SU S	Sacra	mento						
номе	SITES	OPPORTUNITIES	LOGOUT	7				
				Mana	ge current courses	Test Term		
					Course Name		Enrollment	Faculty actions
				Test Term	Demo 101 (01): Service Learning Demo Course		2	Select sites View course

- 6. To select sites for this course, click on "Select Sites"
  - a. Select site(s) by clicking on green "add 'xxx' to course"
  - b. When done, scroll to top of page and click on red, "I'm done with this course. Complete process."

CSU Sacramento		
HOME SITES OPPORTUNITIES LOGO		
	Sites You are currently adding sites to Der Tim done with this course. Complete process Site name Contains  City Program	Displaying 1 – 50 of 226 Search fields are exclusive. What's that? Organization type
	Keyword Items per page	Encode course definition
	4-H Youth Development	(916) 875-6423
	4145 Branch Center Road, Sacramento, 95827	Program(s): Service Learning
	The purpose of the 4-H Youth Development program is to help young people discover and develop their potential and arow into competent, contributing, and caring citizens. Learn by doing activities, youth-adult partnerships, and	Type: Nonprofit - Other
	research-based	Issue: No issues selected.
	Add 4-H Youth Development to Demo 101 (01): Service Learning Demo Course	
	A M Winn Elementary-SCUSD	(916) 643-7400
	3351 Explorer Drive, Sacramento, 95827	Program(s): Service Learning
	Winn serves a diverse community. 33% of the students are designated English Language Learners. 78% of the students qualify for the Free/Reduced Price Meal Program. African American and Hispanic students each represent	Type: Education
	25% of the student body; 8% are designated Asian or Pacific Islander. The 37% that are designated Caucasian	Issue: No issues selected.
	Add A M Winn Elementary-SCUSD to Demo 101 (01): Service Learning Demo Course	

7. You are now ready to place your students. To view your student roster and select their site placements, click on course name OR "view course"

CSU Sacramento			
HOME SITES OPPORTUNITIES LOGO			
	Manage current courses		/
		Test Term	
	Course Name	Enrollment	Faculty actions
	Test Term Demo 101 (01): Service Learning Demo Course	2	Select sites View course
a. First, b. For no	pper right hand-column on this p upload your current syllabus for w, ignore the blue box "place"	-	
CSU Sacramento			
HOME SITES OPPORTUNITIES LOGOUT			
	Demo 101 (01): Service Learning De	mo Course	Select/Delete program sites
	View Student Forms		
	Enrolled Students	F	aculty
	Click here to see a Placed Student Report for this course. Click here to see an Unplaced Student Report for this course.		Faculty, SacFaculty-Demo
	Operations		i <b>gram:</b> Service Learning

Place student(s) Send e-mail Term: Test Term Max placements per student: Last login - Forms? placements Last name E-mail Place First name 1 Student studentsidemo@csus.edu 05/08/2017 - No 15:15 No current placements syllabus SacStudent Place

No current placements.

Place

Student studentsac1sl@csus.edu 02/07/2017 - No 14:29

Demo

SacStudent-Demo 1

Choose File No file chosen

Upload

Files must be less than 100 MB. Allowed file types: txt doc docx pd

- 9. You can connect your students with various sites in 3 different ways:
  - a. Add the <u>entire group</u> to one site
  - b. Add <u>subgroups</u> to one site
  - c. Add <u>individuals</u> to different sites

CSU S	acrai	nento									
HOME											
			View	mo 101 Student For	ns	: Service Lu	earnir	ng De	emo C	ourse	Select/Delete program sites
						nt Report for this course. tudent Report for this course					Faculty, SacFaculty-Demo
			Op	erations							Program:
				Place student(s)	Send	e-mail					Service Learning Term: Test Term
				First name	Last name	E-mail	Last login <del>-</del>	Forms?	Current placements	Place	Max placements per student: 1
				SacStudent- Demo	Student	studentsldemo@csus.edu	05/08/2017 - 15:15	No	No current placements.	Place	Syllabus Choose File No file chosen
				SacStudent- Demo 1	Student	studentsac1sl@csus.edu	02/07/2017 - 14:29	No	No current placements.	Place	Files must be less than 100 MB. Allowed file types: txt doc docx pdf rtf.
											Upload

- 10. To add the <u>entire group</u> to one site:
  - a. Click the box next to the column header titled "First Name" and click on gray box, "Place student(s)"
  - b. Complete the required fields:
    - i. Select the program site name
    - ii. Ignore site staff for now
    - iii. Expected hours of service
    - iv. Dates of service (Term Fall 20xx)
  - c. Click "Next"
  - d. Click "Confirm" at bottom of page

	Ор	erations					
(	Pla	ace student(s)					
		First name	Last name	Last login-	Forms?	Current placements	Place
	V	Sally	Student	08/16/2015 - 20:21	No	No current placements.	Place
		Angelica	Ambriz		No	No current placements.	Place
		Molly	Christensen		No	No current placements.	Place
		Anh	Thomas		No	No current placements.	Place
		Brennan	Bailes		No	No current placements.	Place
		Genevieve	Rosales		No	No current placements.	Place

	Set parameters for <i>Place student(s)</i>	Select/Delete pr
	View Student Forms	
	Enrolled Students	Faculty
	Program site Trequent 4-H Youth Development   Site staff - Select staf	Faculty, SacFaculty-Demo Program:
	Expected hours of placement Research	Service Learning Term: Test Term
	Select dates of placement by <ul> <li>Dates</li> </ul>	Max placements per student: 1 Syllabus
	Term Term Required Summer 2017 v	Choose File No file chosen Files must be less than 100 MB. Allowed file types: txt doc docx pdf rtf.
	Summer 2011	
	Next Cancel	Upload
U Sacramento		
	Locour Are you sure you want to perform <i>Place stud</i>	Upload
U Sacramento Me sites opportunities	Next Cancel	Upload
	Locour Are you sure you want to perform <i>Place stud</i>	Upload
	Next Cancel	Upload
	Next Cancel         LOGOUT         Are you sure you want to perform Place student to be selected items?         Mew Student Forms         Are you sure you want to perform Place student(s) on the selected items?	Upload dent(s) on Select/Deide program Faculty Faculty Faculty-Demo
	Next Cancel	Upload dent(s) on Select/Delete program Faculty
	Nett Cancel         LOCOUT         Are you sure you want to perform Place student the selected items?         Ver         Student Forms         Are you sure you want to perform Place student(s) on the selected items?         You selected the following 2 items:         • SacEdudent-Demo Student (pludentsidennogicus edu)	Upload dent(s) on Select/Delete program Faculty Faculty. Faculty.SacFaculty-Demo Program: Service Learning

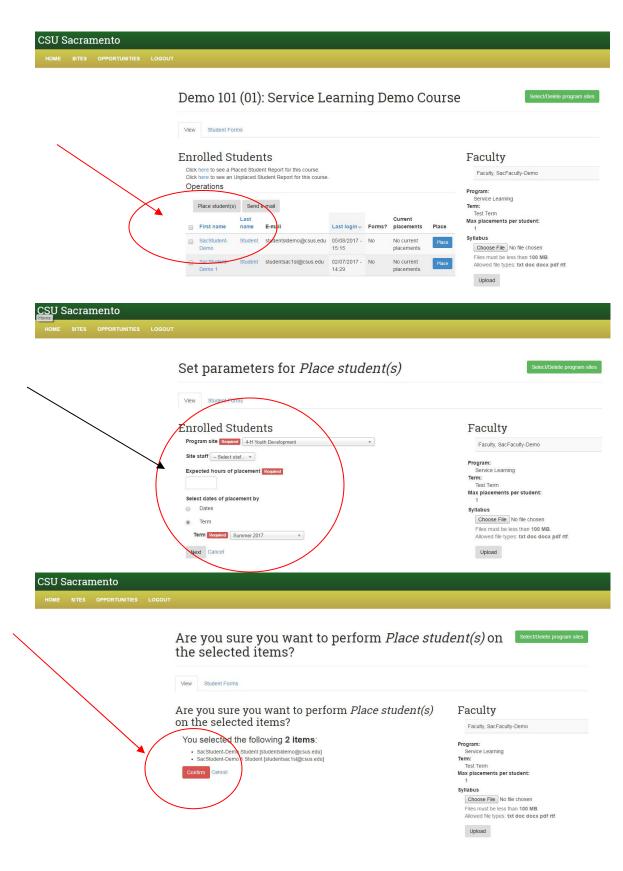
## 11. To add <u>subgroups</u> to one site:

- a. Check the box to the left of the student names
- b. Once you have selected the names of all students assigned to one site, then click on gray box "Place student(s)"
- a. Complete the required fields:
  - i. Select the program site name
  - ii. Ignore site staff for now
  - iii. Expected hours of service
  - iv. Dates of service (Term Fall 20xx)
- b. Click "Next"
- c. Click "Confirm" at the bottom of page

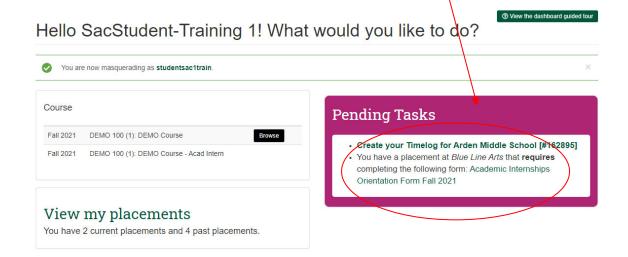
	т	
	Set parameters for <i>Place student(s)</i>	Select/Delete program sile:
	Encoded Students Program site Terrer 4-H Youth Development  Site staff Select staf* Expected hours of placement Terrer Select dates of placement by Dates Terrer Terrer Terrer Terrer Next Cancel	Faculty Faculty, SacFaculty-Demo Pergram: Service Learning Ferm: Max Pervice Learning Term: Max Pervice Learning Max Pervice Learning M
CSU Sacramento Home sites opportunities locou	т	
	Are you sure you want to perform <i>Place stud</i> the selected items?	<i>lent(s)</i> on Select/Delete program sites
	Are you sure you want to perform <i>Place stud</i>	dent(s) on select/Delete program sites

12. To add an *individual student* to one site:

- a. Check the box to the left of the student name
- b. Once you have selected the student, then click on gray box "Place student(s)"
- a. Complete the required fields:
  - i. Select the program site name
  - ii. Ignore site staff for now
  - iii. Expected hours of service
  - iv. Dates of service (Term Fall 20xx)
- b. Click Next"
- c. Click "Confirm" at the bottom of page



After you finish the site placements, please inform your students to complete the online orientation forms and download the student learning agreement, emergency contact form and time log before they visit the site (if applicable). Once your students login to CECconnect, they should see the following purple box ("pending tasks") indicating that they have been placed by you



If your students do not see the "pending tasks" box, STOP. You probably did not place them at the site yet. Please login to CECconnect and repeat this process.

**Please note, you can check if your students complete the online orientation from by logging in to CECconnect.** On your course roster, there is a "Forms?" column. If you see a "yes," they completed the forms. If you see a "no," they still need to complete the forms as soon as possible.

View	v Edit S	Student Form:	s Student Re	port Ghost F	Placements		Cic
	ace student(s)	Last	C Apply	Forms	Supplemental Forms		Faculty Displaying 1 - 1 of 1 users Faculty: SacFaculty-Training Term Fall 2021 Program Academic Internships Experiential learning placement to Ret Max placements per student 1
	First Name SacStudent-	name 🛧 Student	Last login 09/04/2019 -	Completed	Completed N/A	Placements No current	
	Training 2 SacStudent-	Student	2:58pm 09/02/2021 -	Yes	N/A	Blue Line Arts	