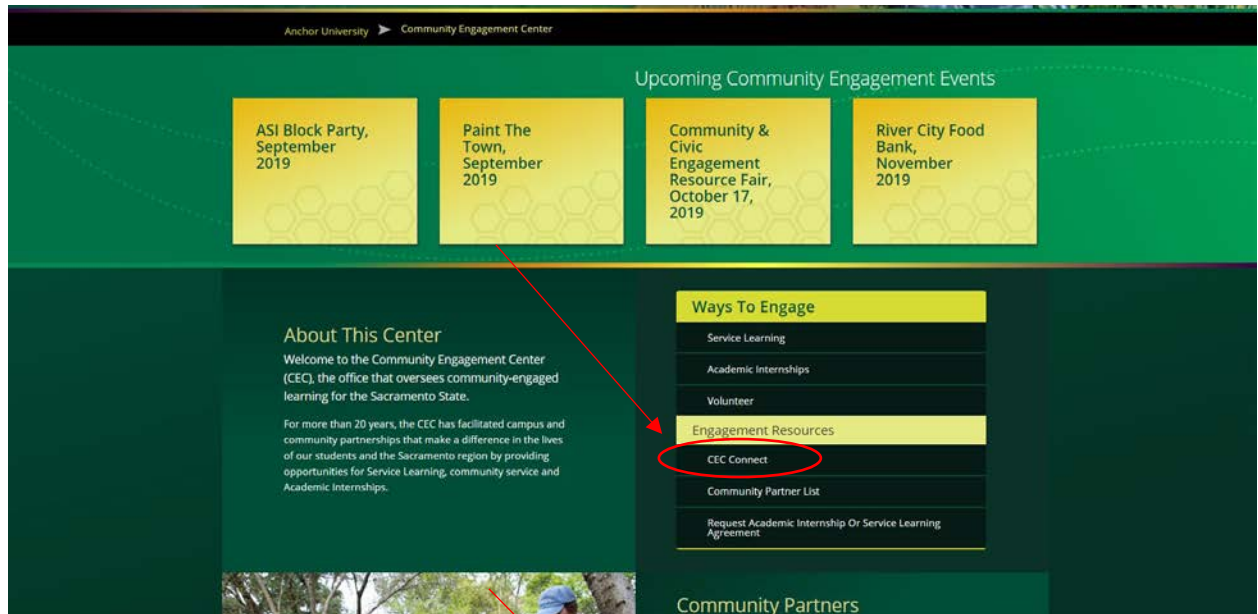
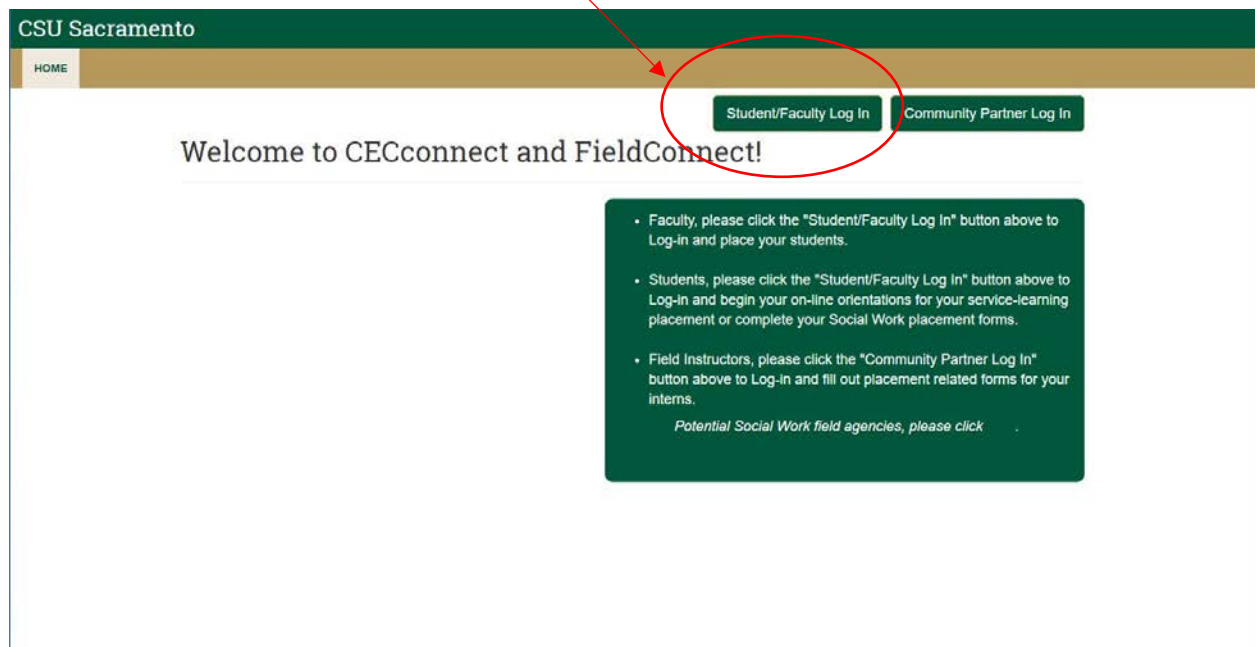


## Student Online Orientation on CECconnect – Academic Internships

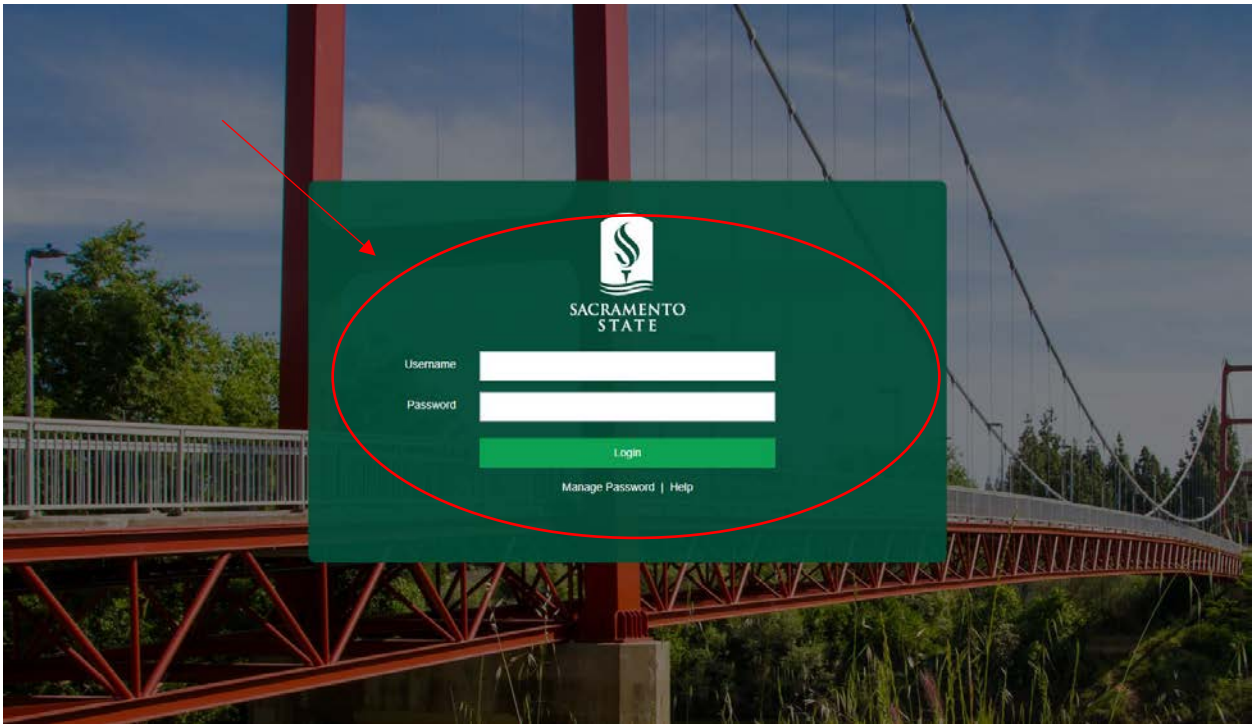
1. Go to the CSUS.EDU/CEC website (Home page for Community Engagement Center)
2. Click on: CECconnect



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-Demo! What would you like to do?

Course	
Test Term	Demo 101 (01): Service Learning Demo Course
	<a href="#">Browse</a> <a href="#">Placed</a>

[View my placements](#)

You have 1 current placement and 0 past placements.

### Pending Tasks

- You have a placement at *4-H Youth Development* that **requires** completing the following form: [Student Orientation Forms](#)

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"

## Student Orientation Forms

You have already submitted this form. [View your previous submissions.](#)

Start Check Age Orientation Consent Code Of Conduct FERPA Forms Complete

Before you begin your Service Learning experience, you will need to:

1. Participate in the CEC/Service Learning on-line orientation beginning on the next screen.
2. Review the Informed Consent, Code of Conduct and 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.
3. Finally, please remember to DOWNLOAD AND PRINT:
  - a. The Emergency Contact Form, which you will submit to your Site Supervisor; and
  - 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

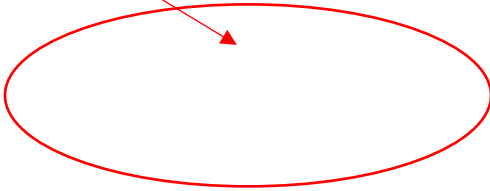
Are you 18 or over? **Required**  Yes  No

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)**

9. 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..."





## 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..."



**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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**10. Now, you will download two forms:**

- a. *A Student Learning Agreement* that you will complete, obtain signatures from your site faculty supervisor, and then submit to your faculty supervisor.
- b. *An Emergency Contact Form* that you will complete and submit at the placement site; and a
- c. *Time Log* 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.

1. **Student Learning Agreement** (Please complete and obtain signatures from your site and faculty supervisor. Then submit form to faculty supervisor.)
2. **Emergency Contact Form** (Please complete and submit this form to your internship site supervisor.)
3. **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.

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

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

## Placement #33322

**Student:** SacStudent-Demo Student  
**Placed by:** SacFaculty-Demo Faculty  
**Course:** Demo 101 (01): Service Learning Demo Course  
**Program:** Service Learning  
**Site:** 4-H Youth Development  
**Site Staff:** (empty)  
**Opportunity:** (empty)

**Dates of Placement:**  
11/14/2017 to 05/14/2018  
**Estimated Hours:**  
15  
**Reported Hours:**  
Not Reported

## Signup Forms

**If you have not yet downloaded and printed your forms, please do so now!**

Student Orientation Forms

[View submission](#)

## Download Forms

Emergency Contact and information Form

[Download form \\*](#)

Time Log

[Download form \\*](#)

Under 18 Minor Waiver and Informed Consent

[Download form](#)

Paint The Town Liability Waiver - Sept 9, 2016

[Download form](#)

River City Food Bank Liability Waiver

[Download form](#)