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.

6. There’s also a box that says: **Pending Tasks**
   - 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 online**:
   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.

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.
b. On the next page, please click on the link to the **CSU Learn page** to complete the COVID-19 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.

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...”
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 location(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 [Request]
SacStudent-Demo Student

Phone # [Request]

Student Sac Link ID [Request]

Sac Link Email address [Request]

Risk and Liability Confirmation [Request] 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.

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...”
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...”
11. Now, you will download three forms (if applicable):
   a. 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.
   b. A *Emergency Contact Form* that you will complete and submit at the placement site; and a
   c. *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](image)

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 faculty supervisor. Then submit to your 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**
- [ ] I have downloaded the forms and will submit them as instructed.

[< Previous Page][Submit](image)

12. 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 #164270

- **Student:** SacStudent-Training 1 Student
- **Placed by:** Francine Rodsda
- **Course:** DEMO 100 (1) DEMO Course - Acad Intern
- **Program:** Academic Internships
- **Type:** Paid Unit #154
- **Opportunity:** (empty)

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

### Signup Forms

*This form is required to complete your placement.*

<table>
<thead>
<tr>
<th>Form Name</th>
<th>Download Form</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Internships Orientation Form Fall 2021</td>
<td>Complete form</td>
</tr>
<tr>
<td>Weekly Academic Internship Time Log</td>
<td>Download form</td>
</tr>
<tr>
<td>Academic Internships Emergency Contact Form</td>
<td>Download form</td>
</tr>
<tr>
<td>AcademicInternshipsToolkit_Student Learning Agreement_Single form</td>
<td>Download form</td>
</tr>
</tbody>
</table>

*This form is required to complete your placement.*