

A Step-by-Step Guide to Risk Management

- 1 Prospective community partners should complete the **Community Partner Profile and Student Request Form** (page 7) to begin the process of registering. This process enters the organization into CSUN's database and makes it eligible for student placements, workshops, etc. The **Profile** includes a list of risks inherent to the service environment and must be completed and returned to the Center. It also gives the community partner the opportunity to impose any conditions or criteria on the partnership.
- 2 When faculty members decide to offer service-learning courses, they will contact the Center for Community Service-Learning (the Center) to schedule an appointment to discuss the criteria for community partner selection.
- 3 Once contacted, the Center will search its database to locate agencies and organizations that offer service opportunities that match the faculty members' desired learning outcomes. The Center will contact up to five agencies to determine their interest in working with students. Once these contacts have been established, the results and potential opportunities will be discussed with the faculty member.
- 4 After an agency has been selected, Center staff and the faculty members will visit the agency to discuss service opportunities. While there, the Center staff member will look over the site for inherent risks. During this visit the community partner will be asked to complete the **Orientation Checklist** to assist the faculty member.
- 5 The Center staff member that conducted the site visit will notify campus Risk Management if there are any "red flags" regarding inherent risks. Risk Management might choose to make an additional site visit to ensure that the environment is safe.
- 6 The **Community Partner Profile and Student Request Form** (pages 7-8) is forwarded to Mary Rueda in Purchasing and Contract Administration so that a **Service-Learning Agreement** (sample on page 29-30) can be negotiated.
- 7 Faculty members receive copies of the signed agreement and distribute the **Student Learning Plan** to all students participating in the service-learning opportunity. Faculty members will inform students about inherent risks, and students will list these on their individualized **Student Service-Learning Plan** (pages 22-23).
- 8 Students and site supervisors discuss and sign the form and return it to the faculty member. All signed **Student Service-Learning Plans** are returned to the faculty member, who then distributes copies of **Student Service-Learning Plans** and **Contact Information Forms** (page 24) are then distributed to site supervisors who are asked to have these documents accessible when students are on site as they contain emergency contact information.
- 9 For more information contact: Maureen Rubin (maureen.rubin@csun.edu) or Curtis Woods (curtis.woods@csun.edu) or (818) 677-7395.