



THE CENTER FOR COMMUNITY SERVICE-LEARNING

MANAGING RISK IN SERVICE-LEARNING COURSES

Risk management is less about what happens after something goes wrong than it is about informing everyone so that nothing goes wrong to begin with.

STEP ONE:

Meet with your community partner to discuss the parameters of your projects so that it meets both of your needs. Establish who will supervise your students when they are on site. Create open lines of communication early on with your community partner.

STEP TWO:

Make sure a service-learning agreement between Cal Poly Pomona and your community partner is signed, current, and on file with the Center for Community Service-Learning. The service-learning agreement can be found at http://academic.csupomona.edu/ccsl/course/course_forms.htm/. If you prefer, we can work directly with your community partner to complete an agreement. If you would like to know which sites already have an agreement in place, please contact us at (909) 869-4269.

STEP THREE:

Describe the community partner and the project in your syllabus. Include the following:

- state clearly why you are doing the service project in your class;
- how the project relates to the course objectives;
- how much of their grade is dependent on the service-learning project;
- what will be required of students.

Review the service-learning project on the first day of class instruction so that students are made aware from the beginning what is expected of them.

STEP FOUR:

Have students complete and sign a learning plan found on our website at http://academic.csupomona.edu/ccsl/course/course_forms.htm/. This form spells out their responsibilities and rights with regard to service placement. It also serves as a pre-reflection opportunity so that the student enters the experience understanding how it relates to course objectives. Please bring signed learning plans to our office where we will keep them on file for a year.

CAL POLY POMONA

NEED MORE INFORMATION?

Visit our website at <http://academic.csupomona.edu/ccsl/>, call us at 909-869-4269, or just stop by our office in rm. 113, bldg 1.