

Contract Services Process for CEC Submittal of Academic Internship and Service-Learning Site Agreement

The following process applies to all Academic Internship and Service-Learning Site Agreements (IN-SL).

Reference: University Office of Academic Affairs Academic Internship and Service Learning Policy and CSU Executive Order 1064.

If the Academic Internship or Service Learning student wishes to be placed to a site without an existing agreement the campus department faculty member or Program Coordinator shall submit their request via the Community Engagement Center (CEC) Connect website using the link on the CEC homepage.

CEC shall:

Review the accuracy of the Site Assessment request prior to submitting to Contract Services and confirm the following with the Learning Site.

- The Full Legal Name of the Learning Site.
- The Learning Site agrees to enter into an IN-SL agreement with the University
- Will the Learning Site sign our agreement or do they require their own template be used.
 - Learning Site is requiring use of their own template instead of University, CEC shall include copy of the other party template when submitting request to Contract Services
- Site agreed to the Insurance language required by the University. If not, this has to be routed to Risk Management for approval prior to submitting the request to Contract Services Risk Management approval to be included in request to Contract Services.

Confirmation of emails with Learning Site regarding the Site Assessment shall be included in the submittal email to Contract Services.

The Contract Specialist will review the request and then begin the process of developing an Academic Internship and Service-Learning Site Agreement using the University approved IN-SL template.