Faculty Talking Points on Community-Engaged Learning and Risk Management

In terms of risk management and liability concerns and to ensure that students have positive Community-Engaged Learning (CEL) experiences, we have developed talking points for you to use in the classroom.

We suggest that you:

Talk about CEL in general and in terms of what you will be doing in this class:

- Define and provide an overview of CEL and how it benefits the student's learning experience.
  - Talk about the social and/or community issues that the community partner seeks to address through their organization.
  - Talk about your experience and/or interest in this social/ community issue – why did you choose this organization and/or why did you choose to focus on having your students work on a particular issue?
  - Find ways to talk about the underlying issues that contribute to students understanding "why" it is important that educators/scholars engage their students in community-based work. In short, set the context so that students will understand the connection between what they are doing in the classroom and the work that is going on in the community around them.

Include the requirements related to CEL in the course syllabus.

Talk about the community partner/s:

- What the organization does and with whom they work
- What exactly students will be doing at the site – direct service and/or projects with the community partner
- Who students should contact if they have any questions or issues of concern (faculty member and/or site supervisor)

Recognizing that students serve as representatives of Sacramento State, we encourage you to talk about professionalism in community partner settings. Such discussions should include:

- Expectations about professional behaviors
- Reference to the Code of Conduct (found on CEC Connect)
- Reference to how conflict and disagreement might arise and how students should respond to them

- Tell students that they need to complete the following forms (on CEC Connect):
  - Student Learning Agreement
  - Code of Conduct Guidelines and Limitations
  - Informed Consent, Agreement, Release, Waiver of Liability, and Assumption of Risk
  - Student Consent for Release of Records for Student Placement (FERPA waiver) that allows the community partner to speak with the faculty member about a student's performance
  - Emergency Contact and Information Form (to be left with the community partner)
  - If required, online student Time Log

Talk about the role of the Community Engagement Center generally and in terms of their CEL experience

- The CEC facilitates connections between faculty, community partners, and students
- The CEC supports faculty in designing and running their CEL courses
- The CEC facilitates liability protection for faculty and students while they are working at their community partner sites when they complete the online orientations and required forms through CEC Connect (see list of forms above)
- The CEC tracks total student hours based on the Time Logs submitted in CEC Connect
- The CEC also oversees a variety of community service and civic engagement activities (please direct students to the CEC website for more information)