

**Levels and Requirements of Involvement of University Students and Faculty  
at the Center for Children and Families (CCF)**

**Level I: Observation**

Observation involves university students watching CCF children through the observation windows without direct contact.

Requirements: Written permission from the University Liaison to the Center for Children and Families, and supervision by a CSUSM faculty member or graduate student.

**Level II-A: Limited participation**

This level of participation involves students having direct contact with children in the CCF classroom, on a very limited basis. The participation will be supervised at all times. This might include such things as leading or participating in an activity, or assisting CCF teachers. It may also include writing about those experiences for course requirements.

Requirements: Written permission from the University Liaison to the Center for Children and Families, and verbal permission from the Director of the Center for Children and Families.

**Level II-B: Extended participation and internship**

This level of participation involves students having direct contact with children in the CCF classroom for an extended period. The participation will be supervised at all times.

Requirements: Written permission from the University Liaison to the Center for Children and Families, interview and verbal permission from the Director of the Center for Children and Families, supervision by the CCF classroom teacher, CCF Clearance Forms (Live Scan and Fingerprinting). Internships also require 2 letters of recommendation.

**Level III: Research**

Research involves investigation and gathering of data from CCF teachers, staff, or children, discovery. It may include observations, surveys, interviews, examination of records, etc. It may require writing about the findings to fulfill an educational requirement, or to promote the understanding of psychological, developmental, or educational issues.

Requirements: Written permission from the University Liaison to the Center for Children and Families, supervision by the CCF classroom teacher, interview and verbal permission from the Director of the Center for Children and Families, CCF Clearance Forms (Live Scan and Fingerprinting), and CSUSM's Institutional Review Board Approval including required parental consent forms as mandated.

- **CSUSM Institutional Review Board (IRB) Approval:**  
<http://www.csusm.edu/rgsip/irb/index.htm>