

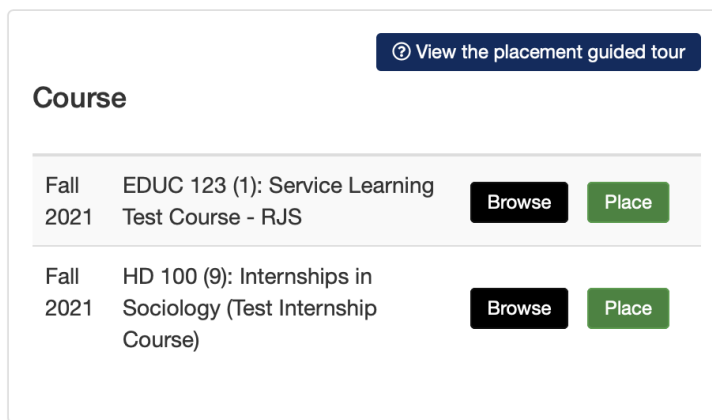
How To Find a Service Learning Placement

Congratulations on taking a Service Learning course! This semester, you have the exciting opportunity to work with a Community Partner to serve others as you learn course concepts and grow your own skills in leadership and civic engagement.

The process of making a placement is a little like applying for a new job. It may require persistence—start early and hang in there!

Here are some guidelines:

1. Log in to the [Service Learning Database](#). You should see your course listed at the bottom of the welcome page. Click on **Browse**.

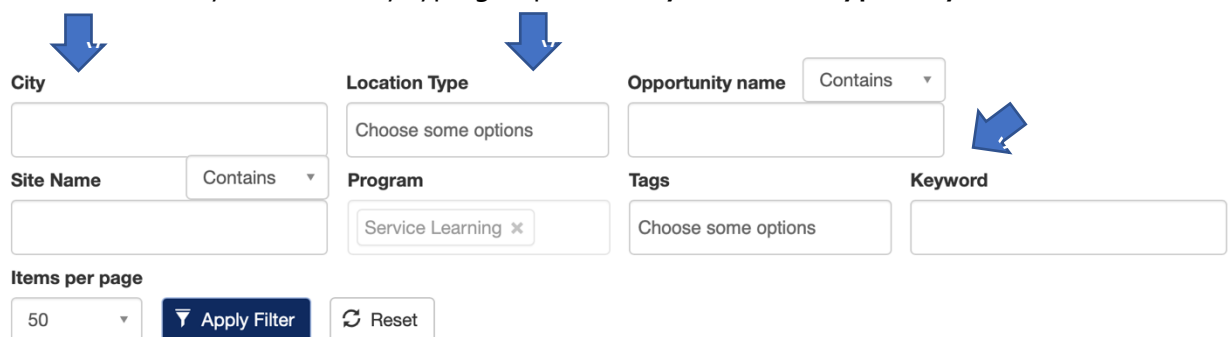


The screenshot shows a user interface for selecting a course. At the top right, there is a button labeled "View the placement guided tour". Below this, the heading "Course" is followed by a table of course options. Each row contains the semester and year, the course name, and two buttons: "Browse" and "Place".

Course	Actions
Fall 2021 EDUC 123 (1): Service Learning Test Course - RJS	Browse Place
Fall 2021 HD 100 (9): Internships in Sociology (Test Internship Course)	Browse Place

2. Click **Search by Opportunities**. **Note:** You can still request to work with an organization even if they do not have an opportunity listed!
(Insert updated image)

3. You can narrow your search by typing a specific **City, Location Type, Keyword**, etc.



The screenshot displays the search filter section of the database. It includes several input fields and dropdown menus. Blue arrows point to the "City" field, the "Location Type" dropdown, and the "Keyword" field. The "Program" field has a tag for "Service Learning". At the bottom, there is an "Items per page" dropdown set to 50, and buttons for "Apply Filter" and "Reset".

4. Click on the links for sites that match your course requirements to view the organization description. (**Note:** Ask your professor what type of organization you may choose.) Click on the organization's own **website** to get a better feel of what they do. **Do they have an online application for volunteers? If so, fill it out and skip to step 6.**

5. When you find a site that looks good, **call or email** the contact person listed in our database. (**Note:** you can send out several emails at once and see who gets back to you.)

You need to tell the organization

- who you are and what class you're in
- the type of work your professor requires (ask your professor if you're not sure)
- how many service hours you require

You need to ask the organization

- what type of work they need done
- what hours are available to volunteer

Here is a sample email:

Dear Ms. Andersen:

I am a student in Professor Karen Clark's Education class at California State University San Marcos. As part of the course, I am required to complete 30 hours of Service Learning this semester working with children.

If you have an opening, could you describe the type of work and the days/times you have available?

I look forward to hearing from you.

*Best regards,
Sally Student*

6. Once you get **approval** to work at a site from the site supervisor, log into the [database](#) again, click on the green button that says **Place** and complete the required forms.
7. Complete any onboarding requirements required by your site. This may include orientation, background check, TB test, Livescan, etc. Be sure to ask them for specifics.

Note: You must fill out the placement forms on the database by week 7 of the semester to avoid a hold being placed on your student account.

Need help? Email us at servicelearning@csusm.edu

Enjoy your experience and tell your professor about any problems you encounter along the way!