Community Engaged Faculty,

If your students are having trouble inputting the hours they have earned so far, email us here at the Center for Community Learning & Leadership (community.learning@sjsu.edu) and we will go into the database and help them input the hours they have earned.

To proceed, you have two options:

A. If your students are now engaging in a different kind of direct service than originally intended, such as dropping off groceries at doorsteps, or stocking a foodbank, please make sure that they are working with a Community Partner that is listed as approved on the SJS4 site. Second Harvest, or Sacred Heart might be good choices. You or the student can then email the Center (community.learning@sjsu.edu) to ask us to add a secondary or multiple sites to the S4 system for that student and the student can continue to log hours under the new site(s). If a partner is listed as expired (Red Cross Silicon Valley Chapter for example), we will need to get a new University Organization Agreement in place (to cover liability) but we can be flexible as to who in the agency side signs it, for example a supervisor instead of the Executive Director.

B. If your students are doing remote work, either research, reflection, creating digital materials or engaging in communications by phone or internet, for example, find a different way for them to record these new hours and don't worry about using the S4 system.

Our goal is to make decisions that are safe, flexible and supportive for our students (and for us). I hope this clarifies the steps you can take for your community engaged classes in this very uncharted territory.

Warmest Wishes,

Elena Klaw & the CCLL team