

San José State University; Kinesiology Department
Service Learning Form (for OFF CAMPUS work)

Notes:

- * Once you know what off-campus site you will be at for the service-learning component of your course, you use the attached form to document your service-learning off-campus work with a community group/agency.
 - o If you were assigned to the site by your instructor you will mark box 'A' on the attached page.
 - o If you found the site on your own you will mark box 'B' on the attached form.

Completing your off campus service-learning form

For off-campus work at a community agency/site, that organization needs a university-organization agreement with SJSU.

Look here first to see if a UOA already exists between your site and SJSU:

http://www.sjsu.edu/kinesiology/docs/list_of_contracts.pdf

If your site is on the UOA list be sure to mark box 'C' on your enrollment form (next page). If your site is not on the UOA list, look here to see if your site has begun the UOA application with SJSU online:

<https://app.calstates4.com/sjsu/sites>

If your site has started the UOA process, mark box 'C' on your registration form. If your site has not started the online application, please **ask your site supervisor or site manager/owner** to use the URL below to begin the process of getting a UOA. **Do NOT** fill out the online proposal form yourself. Only personnel from the community agency have the authority to register their site and establish a UOA with SJSU.

<https://app.calstates4.com/sjsu/new-partner-proposal-form>

Ask your site supervisor to let you know when the online registration of their site is in progress. Then you can mark box 'D' on your enrollment form.

- * Complete the attached service-learning form in consultation with your KIN course instructor.
- * When the attached form is complete, turn it in to the Kinesiology main office (SPX 102) and ask staff to put the form in Dr. Shifflett's box. She will review, sign, and then forward to KIN staff so it can be put in your KIN student file.

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Please print clearly or type information:

Your name: _____

Your email: _____

Your phone #: _____

Your student ID: _____

Your KIN specialization area: _____

Name of off campus site: _____

Faculty name (for course with service learning component): _____

Course number (for course with service learning component): KIN _____

Students, see instructions on the previous page then please check which of the following apply:

- A. ☐ My instructor assigned me to this community agency/site.
- B. ☐ This is a 'self placement'. My KIN course instructor did not assign me to this off-campus site.
- C. ☐ A contract exists between my site and SJSU: <http://www.sjsu.edu/kinesiology/internships/>
- D. ☐ My off campus site has begun the UOA process: <https://app.calstates4.com/sjsu/sites>

Brief description of off campus work: _____

Student's Signature

Date

KIN Course Instructor's Signature

Date

Kinesiology Internship Manager's Signature (Shifflett)

Date