

Academic Year 2014-2015

Dear Community Organization Officer,

Faculty, students, and administrators in the California State University (CSU) system have been partnering with local organizations since the first CSU campus was founded in 1857. These partnerships not only improve quality of life across California, they significantly contribute to student learning, advance faculty teaching and research, support CSU programs, and positively contribute to California communities.

San Jose State University welcomes partnership with your organization to host students in service-learning, internships, and/or other forms of community engagement.

To become a partner, a *University-Organization Contract (UOC)* is required.

The UOC ensures that both your organization and SJSU formally acknowledge each other's responsibilities in this mutually beneficial partnership. In short, the UOC supports our efforts to prepare and monitor students, provide quality service, and appraise your organization of expectations for our students' quality of experience.

Furthermore, the UOC guides both your organization and SJSU in risk management and shields all parties from liability. With the UOC in place, participating students will be covered by the CSU's *Student Academic Field Experience for Credit Liability Insurance Program (SAFECLIP)*. SAFECLIP provides indemnity, including legal defense costs for students, faculty, campus and host institution (when required by contract/agreement) if there is a claim or lawsuit involving injury to others or damage to property in connection with service learning or other academic fieldwork experiences.

SJSU therefore requests that your organization promptly complete and submit the UOC in order to establish a contracted partnership. The completed UOC should be returned to the requesting SJSU Academic Department or Center.

Questions regarding the nature of the academic engagement/internship may be directed to the specific Academic Department. Questions regarding legal aspects may be directed to Contracts & Purchasing Services (408-924-1558).

Once your completed UOC is processed, your organization will be eligible to host all SJSU faculty and students for a period of five years, from any SJSU Academic Department or Center. After five years a renewal process will be offered.

Respectfully,
San Jose State University