# ULink49
## Faculty & Staff User Guide

San Francisco is 49 square miles of opportunity. With ULink49, you and your students can connect to community engagement opportunities across the City and throughout the Bay Area.

You can create partnerships with nonprofits and public agencies, enriching your teaching and research. Your students can complete hours for your community service learning (CSL) courses, internships, or other community engagement opportunities; they can even volunteer to help you with your research projects, enhancing their academic experience and yours. And the organizations you partner with will receive valuable volunteer services from motivated and passionate SFSU students. It's a win-win-win.



All nonprofit and public agencies on ULink49 are vetted and approved by ICCE. That means you can feel confident that your students' service placements are reputable, safe, and high-quality opportunities.

## With ULink49, you can:

1) **Create a profile** that showcases your community partnerships and research interests.

2) **Search our database** of 200+ local nonprofits and public agencies for service opportunities for your CSL courses.

3) **View your students'** volunteer placements and hours.

# Create a profile.

Creating a ULink49 profile allows you to access our database of approved community partners and to highlight your own existing partnerships. It lets you view existing student service opportunities and approve your students' volunteer hours for CSL courses. It also allows other faculty to view your research interests and partnerships, facilitating collaboration and cross-pollination.

## 1. Register for a ULink49 Account

*NOTE: Your faculty ID/SFSU Gateway/iLearn login will not work for ULink49. You must create a new username/password combination*

- Go to www.ulink49.org and click "Faculty/Staff" in the upper left corner.
  *You will be taken to a new website called coMesh, which is the host site for ULink49.*

- Complete all fields with a red asterisk on the Faculty/Staff Registration form.
  *You may use either your SFSU email account or a private one.*

  *If a red circular "i" icon appears when you enter your email address, this means that the address belong to an existing ULink49 account. Please contact ICCE in this event.*

- Select SFSU as the university you would like to be affiliated with.

- Enter your title (e.g. Visiting Professor, Lecturer, etc.) in the required field.

- Select your department from the drop-down menu.

- Add any CSL courses you're teaching this semester by clicking "Select Courses" and searching by course number or title (not prefix).
  *If your course is not listed, you must wait until your registration is confirmed to add it (see step 2).*

- Check the box next to the "CE Learning Plan"—we'll look at this document later.

- Under "Interest Areas," click on each category to find the subcategories that best describe your teaching and research interests and check them off.
  *If you have an interest area that does not exist in the current list, you can add one by clicking on the "+" symbol beside the appropriate category. These interest areas will be visible to students and community partners who view your profile.*

- Click "Register" at the bottom of the page to submit your completed profile.
  *NOTE: If you are student who is not enrolled in a Community Service Learning course you are welcome to use ULink49 however, please contact ICCE: 415-338-6419.*

- Once you submit your profile, you will receive two emails: one letting confirming receipt of your registration, and another notifying you that it has been approved or rejected.

- Once your profile is approved, you can keep customizing it and tracking your students' hours.

# Create a profile (continued).

## 2. Link Your CSL Course

If you were unable to add your course during registration because it was not listed, you may now log into your account and create a new entry for it. You will be only able to add CSL courses. **In order to view your students' hours you need to link your course.**

- Click the "Associations" tab at the top of your dashboard.

- Select "Associate University(ies)" from the drop-down menu.

- Click the green plus sign (+) below "Courses You Teach" and complete all required fields.
  *You may choose to associate your course with one or more partner organizations if service with that organization is built into the structure of the course.*

## 3. Add your partnerships

Customize your profile further by adding details about your existing associations with nonprofits and public agencies. Your students and colleagues will be able to see your current and past community involvement, creating opportunities to network and collaborate.

- Click the "Associations" tab at the top of your dashboard.

- Select "Associate Organization(s)" from the drop-down menu.

- Find the name of your partner organization and click "Add Association" link across from it.
  *If you don't see the organization you're looking for, that means the organization is not yet an ICCE-approved Community Service Learning site. Please email icce@sfsu.edu or call 415-338-6419 to start the approval process.*

- Enter your role in/for the organization (e.g. consultant, Program Manager, board member, etc.), the date you started your role, the date you ended (if applicable), and a brief description of your role.
  *You may add as many associations as you'd like.*

  *If you'd like to keep your partnerships private and only allow your current students to view them, please email icce@sfsu.edu or call 415-338-6419.*

# Search for service learning opportunities for your students.

ULink49 has 200+ approved community partners with 400+ opportunities! These community partners have been vetted and approved by ICCE for service learning.

• Click the "Directories" tab on the far upper right and select "Organization Directory" from the drop-down menu. You can search by name or browse alphabetically.

• Click on the organization name to get its contact information so you can reach out to pursue CSL or intern partnerships between your classes and the organization.

## Keep in mind:
• You may identify a pool of specific organizations or service opportunities from which your students can choose for their CSL credit. Direct your students to these opportunities by listing them in your CSL course syllabus.

• If an organization that you already work with is not in our directory, please email icce@sfsu.edu or call 415-338-6419 to begin the approval process.

• **If students do not find a Community Partner found in ULink49 they will not have access to the CSU SAFECLIP insurance policy. If risks occur on the Community Partner's site the faculty may be held liable.**

# View student placement and hours.

**ULink49 allows you to keep track of the service hours students do…**
- …for you: track students' hours to fulfill course requirements
- …for service supervisors: track students' hours for service done off-site or independently

Here's how:

## 1. Have students complete a Community Engagement Learning Plan.
Every SFSU student completing service learning for credit MUST read, sign, and turn in ICCE's Community Engagement Learning Plan to their sponsoring faculty member. The CE Learning Plan provides faculty with students' emergency contact information and outlines students' rights and responsibilities.
- Click the "Associations" tab at the top of your dashboard.
- Select "Associate University(ies)" from the drop-down menu.
- Click on "CE Learning Plan" to open a PDF of the document.
- Download or print PDF to distribute to your students at the start of the semester.
    *Students also have access to both of these documents through their ULink49 portals, if you would prefer to direct them to print the documents themselves instead of handing them out in class.*
- Collect a copy of each student's signed CE Learning Plan before they begin their service learning.
    *Faculty members are required by SFSU Risk Management to keep a copy of each student's CE Learning Plan for 3 years. If you would like to create a custom version of the CE Learning Plan to better suit your instructional needs, you may do so. However, your version must contain the Participation Guidelines exactly as they are written in the CE Student Agreement, located to the right of the CE Learning Plan.*

## 2. See who's doing service hours, and how many.
Your CSL students must use ULink49 to apply for opportunities and track their volunteer hours, so that both you and their volunteer supervisor can see how many they've completed. Students must enroll in your CSL course through ULink49 and be approved by a community partner for service before they begin tracking hours.
You can view the list of students who are completing CSL hours and how many hours they have completed:
- Click on "Course Volunteers" inside the "Manage My Courses" box on your dashboard.
    *You will see all the students who have enrolled in your CSL course and the hours they have completed to date, as well as their phone numbers and email addresses.*
    *The "Total Hours" column indicates hours submitted to and approved by a student's community partner supervisor.*
    *"Total Pending Hours" indicates hours that a student has submitted to their community partner, but which have not yet been verified by their supervisor.*

ULink49 has other capabilities, but for the purposes of this user guide, we've pointed out only the essentials.

**If you have questions or would like to learn more about ULink49's additional features, please email icce@sfsu.edu or call 415-338-6419.**