GET STARTED

- Learn how to search & apply for opportunities in ULink.
- If you already confirmed a placement with a site not listed in ULink, know what further steps to complete.
- Learn how to link your profile with your site organization to be able to log-in your completed hours so your academic internship and/or community service learning course instructor can view.
- Before you begin at your placement site, know:
  - the required forms to complete and how you can request ICCE to send to you via DocuSign
  - how to access the COVID-19 online training if you will be doing an on-site (physical) opportunity.
ALL REQUIRED FORMS MUST BE COMPLETED BEFORE YOU BEGIN AT YOUR SITE PLACEMENT.
Note: If students wish to participate in an on-site (physical) internship/service-learning opportunity, they must complete the “SFSU: Student Safety during the COVID-19 Pandemic” training. Refer to slide 21 for more information.
1. Click **Student Login (top right of ULink homepage)**

2. If it is your first time logging into ULink, you will be asked to complete **6 steps**. Otherwise see **Step 3** below.

3. On the Log-in window, click **Login Using SF State Gateway**

4. Enter your SF State Gateway credentials to log-in to ULink

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**Congratulations!** You have logged in to your SF State ULink student account. You may now browse for opportunities and get connected with the community!
When you log into ULink, you will be asked to acknowledge your NEXT STEPs instructions for spring 2021.

**STEP 1**

**READ & ACKNOWLEDGE “NEXT STEPS” INSTRUCTIONS**

**Consent Form - NEXT STEPS for Academic Internships and Community Service Learning (CSL)**

**ATTENTION! PLEASE READ AND ACKNOWLEDGE BY ENTERING YOUR NAME AT THE BOTTOM OF THE PAGE.**

**NEXT STEPS for students enrolled in Academic Internships and/or Community Service Learning (CSL) courses for Spring 2021:**

1. Find and apply for opportunities posted on ULink from one of our Approved community partners!

2. If your organization is not on our Approved community partner list, you must complete the “Student Placement Request for Non-Contracted Sites” on ULink. Please refer to the Student User Guide for instructions on how to access and complete this form.

Within 7-10 business days of acknowledging this message, you will receive a Student Informed Consent packet on DocuSign (you must set-up your DocuSign account, see here). During the 7-10 business day period, find your site placement opportunity with our ULink community partners or complete the “Student Placement Request for a Non-Contracted Site” form.

Note: You must review and sign the Student Informed Consent packet sent to you via DocuSign before you begin at your site placement.

If you are enrolled in more than 1 academic internship or CSL course, complete the DocuSign forms and notify ICCE that you are enrolled in other CSL or academic internship course by email at icce@sfu.edu.

**BY ENTERING YOUR NAME BELOW, YOU ARE ACKNOWLEDGING THAT YOU HAVE READ ALL THE INFORMATION ABOVE REGARDING YOUR NEXT STEPS.**

Signed By: 

[Sign Consent Form]
STEP 2

LOGIN AND ACTIVATE YOUR DOCUSIGN ACCOUNT

1. Go to https://docusign.sfsu.edu/ and click on “Log Into DocuSign”

2. Enter your “@mail.sfsu.edu” email address and select Continue.

3. When it prompts you for a password, select “Company Login”

4. Sign into SF State Global Login with your SF State credentials.

*DocuSign will only work with a @mail.sfsu.edu or @sfsu.edu email address.*
The **Student Informed Consent (SIC) packet** will be sent to you via DocuSign. You will not find this **SIC packet** in your ULink dashboard/account.

- **This SICF Packet** will not be sent to you automatically/immediately when you log into ULink. We will send this **SIC packet** within 3-5 business days to provide you time to find an opportunity (slides 8-11) with an organization listed in ULink. We provide this time because you will be asked to list the organization you will be doing your internship and/or service-learning opportunity in your **SIC packet**. If you cannot find an opportunity within this timeframe, we will still send you the SIC packet and it will be in your DocuSign queue until you are able to provide the name of your site placement organization. If you still cannot find a site within ULink, refer to slide 10. You can also contact ICCE and/or attend our weekly drop-in virtual hours.

- **Students using or planning to use a site that is not listed in ULink** must **COMPLETE** the “**Student Placement Request for Non-Contracted Site**” in ULink. **STUDENTS SHOULD ONLY SUBMIT A REQUEST AFTER MEETING WITH AND CONFIRMING PLACEMENT WITH THE AGENCY OR ORGANIZATION.** Refer to slides 12-13, which will detail what and when you will be sent your SIC packet via DocuSign, specifically for sites not listed in ULink.
1. When you Log-in you will land on your Dashboard.

2. Now click **Search Opportunities** on the Main Menu on the left of your Dashboard.

3. This then will direct you to the **Search Opportunity** page. See following slide for next steps.
5. When on the Search Opportunities page, you will see a list of available opportunities.

6. If you are interested in a listed opportunity, click View to view opportunity details.

7. Click Apply to submit an application to the organization.

8. To customize your search, click on Show Advanced Search.

9. See next slide to search for virtual opportunities.
If you cannot find a site or opportunity that you are looking for, please let ICCE know so we can further assist you:

1. Go back to your Dashboard and on Main Menu, click:

2. This will take you to the “Recommended Opportunities” page

3. Press Click Here to the Cannot Find What You Looking For? question

4. Complete the “Tell us what you looking for” pop-up.
1. When on the Search Opportunities page, click on Show Advanced Search.

2. This then will direct you to an Advanced Search questionnaire.

3. To search for virtual/remote opportunities, click Search for Virtual Opportunities.

4. Then click Search.
Organizations listed in ULink have a current Learning Site Placement Agreement (LPSA) with SF State.

- Students using or planning to use a site that is not listed in ULink must COMPLETE the “Student Placement Request for Non-Contracted Site” on ULink.
- Confirm that your placement site is not on ULink’s organizations list by accessing the Directory here: [https://sfstateulink.org/OrganizationDirectory/Organization/5046/#/](https://sfstateulink.org/OrganizationDirectory/Organization/5046/#/)
- STUDENTS SHOULD ONLY SUBMIT A REQUEST AFTER MEETING WITH AND CONFIRMING PLACEMENT WITH THE AGENCY OR ORGANIZATION.
- Students will receive a “Student Informed Consent packet” on DocuSign within 3-5 business days.

To make a Student Placement Request for Non-Contracted Site form on ULink, login to your ULink account.

1. Once on the Dashboard, click “View Recommended Opportunities” on the menu on the left.

2. On the “Recommended Opportunities” page, click on the form.

Recommended Opportunities

This list is based on your search preferences. [Click Here](#) to update your filters.

Cannot Find What You Are Looking For? [Click Here](#)

Student Placement Request for Non-Contracted Site

[Click Here](#)
3. Complete all fields on the “Student Placement Request for Non-Contracted Sites” form. Press “Submit” at the bottom right of the form.

4. You will then receive a No Learning Site Placement Acknowledgement form and the Student Informed Consent & COVID-19 Info. Packet via DocuSign that you must complete before you begin your site placement. Refer to Step 8 (slides 21-22).

Make sure you scroll all the way down the form and complete all fields. All text fields that show the red line are required.
1. If you wish to apply for an opportunity, click **Apply**.

2. You will be then taken to the application form for the opportunity. Before you **Submit Application**, select your internship or CSL course.

3. When you click **Submit Application**, you will receive a message stating, “You have successfully applied for the opportunity”.

### Search Opportunities

<table>
<thead>
<tr>
<th>OPPORTUNITY</th>
<th>ORGANIZATION</th>
<th>VENUE</th>
<th>TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>ICCE Student Assistantship</td>
<td>SF State Institute for Civic &amp; Community Engagement</td>
<td>Default - San Francisco, CA 94132</td>
<td>Ongoing 09:00 AM - 03:00 PM PST</td>
</tr>
</tbody>
</table>

### Submit Application - ICCE Student Assistantship

1. View

2. Submit Application

If you do not have course, please select [No Course] option from the course dropdown.

AIS 460
How to: Check Status of an Application

1. To view the status of your application, go to your Dashboard.
2. Look for the opportunity under My Opportunities.
3. Look under the Next Step column and the status will appear to see if there are any additional steps required by you or the organization for your application to be completed.
4. Click on the icon to view the Next Step blue legend.
5. To contact the organization with any follow-up questions, see next slide.
STEP 5  COMMUNICATE WITH ORGANIZATION

Now that you submitted your application to the organization in ULink, we recommend that you contact the organization if you have not received a response within 5-7 business days. You can directly communicate through ULink by sending an email to the organization site coordinator. If you still have not heard back, contact ICCE.

When contacting organizations...

1. Identify yourself as a SF State student and provide:
   a. Your name, Major, Course you are enrolled in, Number of hours you must complete and date you need to complete by
2. Ask the listed organization contact, if there are available placements and what further action steps you need to take to initiate an interview or if they need further information.
3. Organizations may be contacting you! Keep an eye on your email and make sure to reply promptly!

Quick Tip: If you see an organization in ULink but they have not listed any opportunities, we recommend you directly contact them.
Now that you have confirmed your site placement with an organization and ready to begin at your site...

Follow-up Steps

1. Confirm your site placement in ULink by having your site supervisor to “approve” your application to the opportunity that your site organization had posted.

2. You can go to your Dashboard to view the status of your opportunity (see How to: Check Status of Application slide).

3. Review and complete the “Student Informed Consent & COVID-19 Info. packet” that will be sent to you via DocuSign (this is Step 8). These forms must be completed before you start at your site.

Quick Tip

IF YOUR SITE SUPERVISOR IS UNABLE TO “APPROVE” YOUR APPLICATION IN ULINK, PLEASE CONTACT ICCE.
1. From the Main Menu, click My Opportunities then click Add Basic Opportunity button at the bottom right.

2. You will then be directed to the Basic Opportunity page (see next slide) to complete 4 steps to create a basic opportunity.

OPTIONAL

Now that you have confirmed your site placement with your organization and ready to begin at your site...

- You can create an opportunity on behalf of your site organization to be able to confirm your site placement in ULink and to log hours.
3. Complete the **4 steps** to create a basic opportunity.

**Step 1: Basic Info.**

a. Complete the required information.

b. For *Virtual Opportunity*, set to *Yes*.

c. Save any changes and proceed to next step.

**Step 2: Scheduling and Slot**

a. To add dates, click *Add Dates*.

b. On the *Add Schedule Dates* pop-up, select from the 4 scheduling types and enter the dates. Click *Add Dates* again.

c. Click *Add Slots*. Pop-up window will appear, complete the information on the Slot pop-up. Click Save.

d. Then click on *NEXT*.
**Step 3: Settings**

a. Complete the required information.
b. Save any changes and proceed to next step.

**Step 4: Preview**

a. Click **Publish** to publish the opportunity.

Before you can log hours, ICCE will review and approve the opportunity you submitted on behalf of your organization. Once approved your organization will receive an email confirmation.
Before you begin at your site

✓ The Student Informed Consent & COVID-19 packet must be reviewed, signed, and submitted for both virtual and on-site (physical) placements via DocuSign.

✓ Students will receive this packet within 3-5 business days after registration or log-in to their ULink account and acknowledging the “Next Steps” instructions.

✓ Note: Students who are requesting a non-contracted site, will receive a Student Acknowledgement of No Learning Site Placement and Student Informed Consent & COVID-19 packet via DocuSign. Refer to slides 12-13 for more information.

To help guide you through the basics of using DocuSign, refer to the How-to Guides: https://docusign.sfsu.edu/content/how-to The guides that you should refer to are the categories: General and Signers.
ON-SITE PLACEMENT — COVID-19 ONLINE TRAINING

✓ If students wish to participate in an on-site (physical) internship/service learning opportunity, they must complete the “SFSU: Student Safety during the COVID-19 Pandemic” training.

✓ Students can access training through the CSU Student Skillport site:

1. You will be asked for your SF State single-sign on credentials (student ID and password).
2. Complete the training and print out a copy of your certificate of completion.
3. Provide a copy of your certificate of completion to your course instructor.

• Students enrolled in an academic internship and/or community service learning course should not be compelled to participate in an on-site (physical) internship and must be given a virtual learning option if the student wishes.
• Faculty/departments are working with students to provide as much flexibility and accommodation as allowed to support you without penalty, in regards to alternative experiences and assignments.
A “learning plan” is a document that captures information which will help you, your internship/service learning site supervisor, and course instructor to have an understanding of the following:

- Course and internship/service learning site information
- Service/work objectives: Summarizes your primary responsibilities/the type of work that you will be doing, and the specific tasks to be completed by the end of the internship or service learning project/service.
- Learning objectives: ways in which site placement connects with your in-class learning
- Work schedule
- Additional information specific to your course/department/program.

**Refer to your course instructor for guidance.** In many cases, your course instructor/program will have a customized “Learning Plan” that they will ask you to complete, review and sign.

**You do not** need to submit a copy of your “Learning Plan” to ICCE.
Before you can log your hours, this must occur:

- Your profile is linked with your site organization (via an opportunity)
- Your site organization has an active profile in ULink (you will not be able to log-in hours in ULink if your site is not listed in ULink. Refer to your course instructor as to how they would like you to track hours outside ULink).

1. From your Dashboard Main Menu, go to the My Opportunities section and find the opportunity for which you wish to log hours.

2. Under the Next Step column, click on Log Hours

   **Note:** If Log Hours does not appear, consult the “How to: Check the Status of Application” slide.

3. On the “Log Details” screen, select Assignment for which you wish to log hours and a pop-up window will appear.

4. Next to the desired date(s), enter the number of hours worked and a description of the work. Click on Save & Close.

   **Note:** Incorrectly logged hours cannot be edited. Incorrectly logged hours must first be rejected by your organization and then the correct hours must be logged in for approval.

5. Hours logged by you will remain logged under Pending Hours column and must be approved by the organization before the hours are confirmed in your profile.
* New spring 2021 drop-in hours will be effective starting the week of April 12th to May 21, 2021