ULINK & SITE PLACEMENT STUDENT USER GUIDE: SPRING 2021

REVISED 2.1.21

INSTITUTE FOR CIVIC AND COMMUNITY ENGAGEMENT
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.
ROAD MAP

1. REGISTER & LOGIN AT SF STATE ULINK
2. READ AND ACKNOWLEDGE "NEXT STEPS" INFORMATION ON ULINK
3. SET-UP DOCUSIGN ACCOUNT
4. SEARCH FOR ON-SITE & VIRTUAL OPPORTUNITIES
5. NON-CONTRACTED ORGANIZATIONS: SITES NOT LISTED IN ULINK
   If, after searching ULink for opportunities (step 3) and you decide and have confirmed placement with a non-contracted site (refer to slides 11-12), then proceed to step 8.
6. APPLY FOR OPPORTUNITY ON ULINK
7. COMMUNICATE WITH ORGANIZATION
8. CONFIRM PLACEMENT/ HAVE ORGANIZATION APPROVE YOUR APPLICATION ON ULINK
9. HOW TO: LINK YOUR PROFILE WITH YOUR SITE ORGANIZATION (OPTIONAL)
10. STUDENT INFORMED CONSENT & COVID-19 INFO. PACKET (DocuSign)

11. COMPLETE A LEARNING PLAN
    This template will come from your instructor.
12. LOG HOURS FOR YOUR OPPORTUNITY
    This function is only available if the site organization is registered in ULink and is a "contracted site”.

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 **Register as Student**

   ![Register as Student](image)

2. Register as **Student** via email or social media.

3. Complete **6 prompts**:

4. Click **REGISTER**

   ![REGISTER](image)

   **Note:** If you have an existing ULink account to **Log-In**, click “Student Login” tab at the top right of the ULink homepage.

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**Congratulations!** You completed the SF State ULink registration process. Please wait up to 48 hours for ICCE to approve your registration. You will then be able to explore opportunities!
STEP 1
READ & ACKNOWLEDGE “NEXT STEPS” INSTRUCTIONS

During registration and upon log-in on ULINK, you will be asked to acknowledge your 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@sfsu.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
1. Go to https://docusign.sfsu.edu/

2. Enter your SF State email address.*

3. 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.
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 on
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**.
Non-Contracted Sites: Not Listed in ULink

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.
- 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 7-10 business days.

To Student Placement Request for Non-Contracted Site form on ULink, log-in 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.
3. Complete all fields on the “Student Placement Request for Non-Contracted Sites” 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 20-22).
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”.
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](question_mark.png) 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.

**Quick Tip**

**IF YOU SEE AN ORGANIZATION IN ULINK BUT THEY HAVE NOT LISTED ANY OPPORTUNITIES, WE RECOMMEND YOU DIRECTLY CONTACT THEM.**

**WHEN CONTACTING ORGANIZATIONS...**

1. Identify yourself as a SF State student and provide:
   a. Your name
   b. Major
   c. Course you are enrolled in
   d. 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.
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.

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.

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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.
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 7-10 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 11-12 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.
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.

Quick Tip: Keep a copy of your “Learning Plan” for your records.
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

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.
Glendie Domingo
Community Partnerships & Campus Outreach Coordinator

Primary contact for support and coordination of the following:
CSL & Internship placement and compliance support for all courses/programs within the following:
- College of Business
- College of Ethnic Studies
- College of Health & Social Sciences
- College of Liberal & Creative Arts
- College of Science & Engineering
- Graduate College of Education

email: glendie@sfsu.edu
phone: 415-338-3340

SPRING 2021 ZOOM DROP-IN HOURS
| TUESDAYS 12:00PM – 1:00PM |
| FRIDAYS 9:00AM – 10:00AM |

ZOOM LINK
Meeting ID: 992 7419 3326
Passcode: 451530