



# ULINK & SITE PLACEMENT STUDENT USER GUIDE

UPDATED: 10.14.22



INSTITUTE FOR CIVIC AND COMMUNITY ENGAGEMENT

iconnect  
to community  
#iconnectSFSU



# GET STARTED

CONNECTING CLASSROOM,  
CAMPUS, AND COMMUNITY



Create Connections,  
Explore the Possibilities

- 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 and information you can provide to your site supervisor.
- Learn how 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

# GETTING STARTED: HOW TO USE THIS GUIDE

While we strongly encourage students to find opportunities posted by organizations in ULink, we understand that some students will find (or are already at) placement sites that are not listed in the [ULink Organization Directory](#).

## THIS USER GUIDE WILL REFLECT TWO ROAD MAPS:

1. Students that search, apply, and confirm placement with organizations listed in the ULink Organization Directory; or
2. Students that confirm placement with a non-contracted site (sites not listed in the ULink Organization Directory).

# GETTING STARTED: HOW TO USE THIS GUIDE



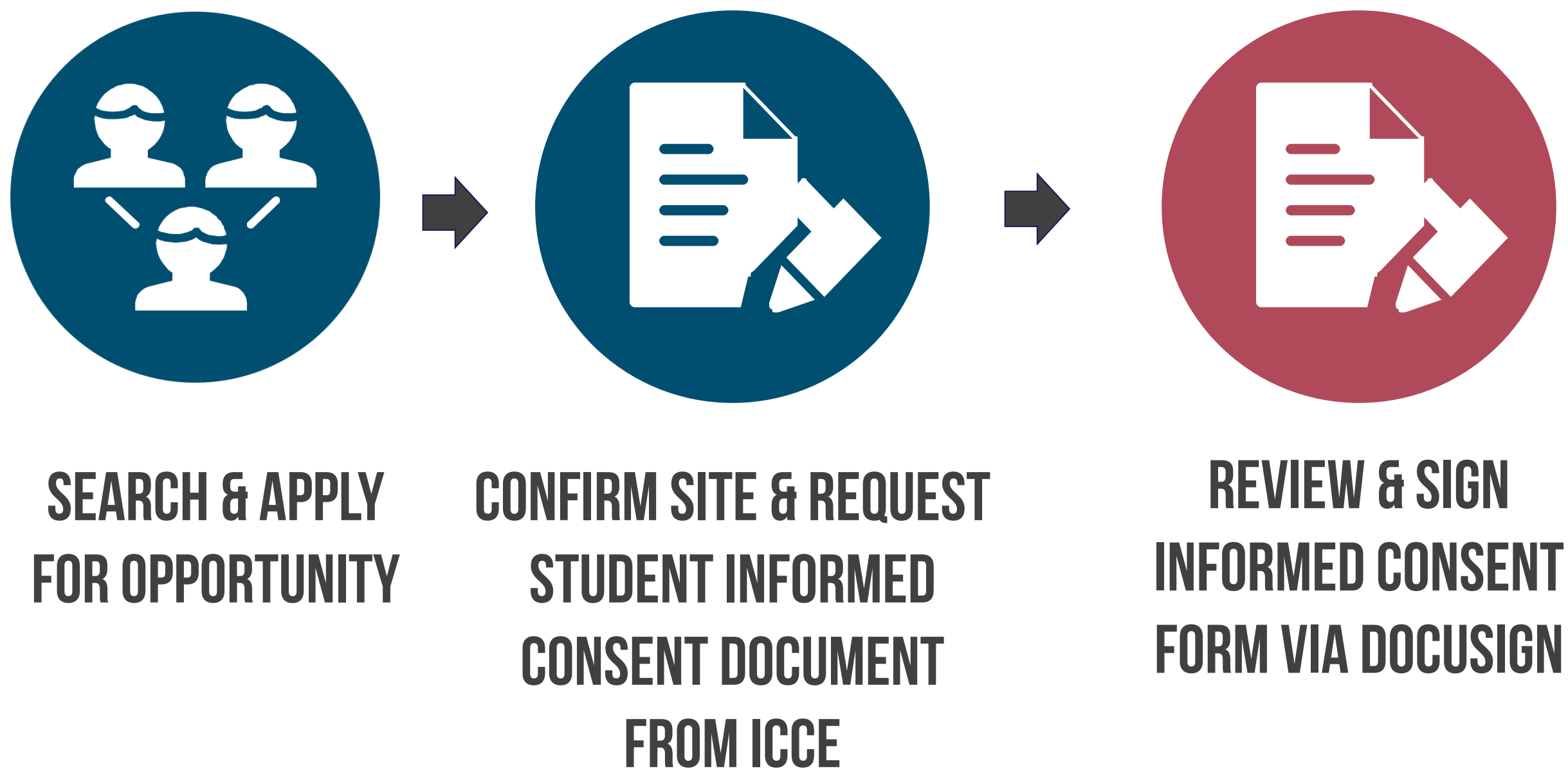
With the approval of your course instructor, you can decide which organization you wish to complete your academic internship or community service-learning opportunity with. The organization that you choose will determine whether you follow Road Map 1 or Road Map 2.

- If you were able to secure an opportunity through ULink or will be working for a site that's listed in the ULink Directory, you must follow **Road Map 1**.
- If you secured an opportunity externally, with an organization that's *not* listed in the ULink Directory, you must follow **Road Map 2**.



GETTING STARTED:

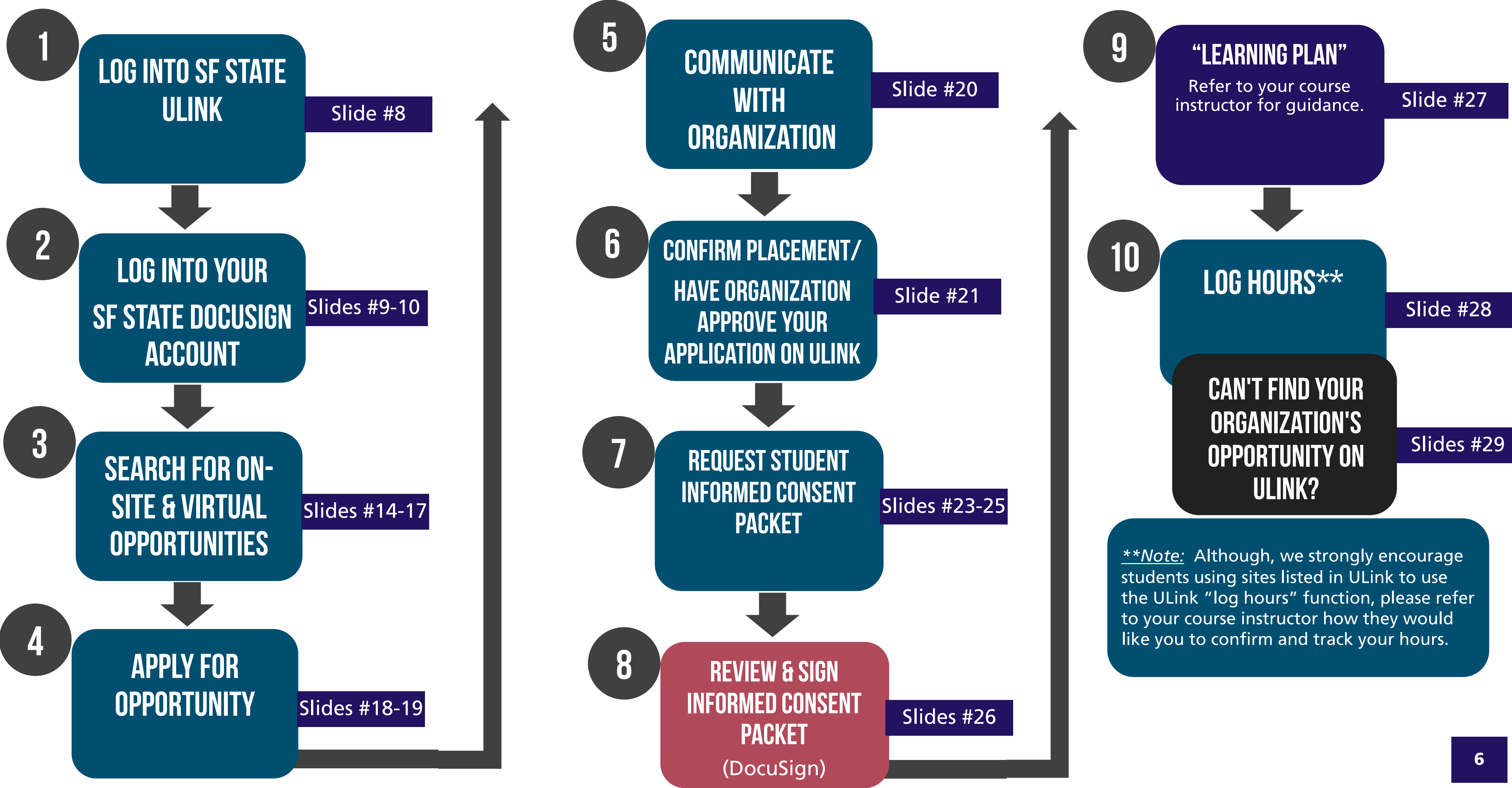
PLACEMENT STEPS -  
OVERVIEW/CHECKLIST



REFER TO YOUR COURSE INSTRUCTOR FOR GUIDANCE / OPTIONAL OR REQUIRED

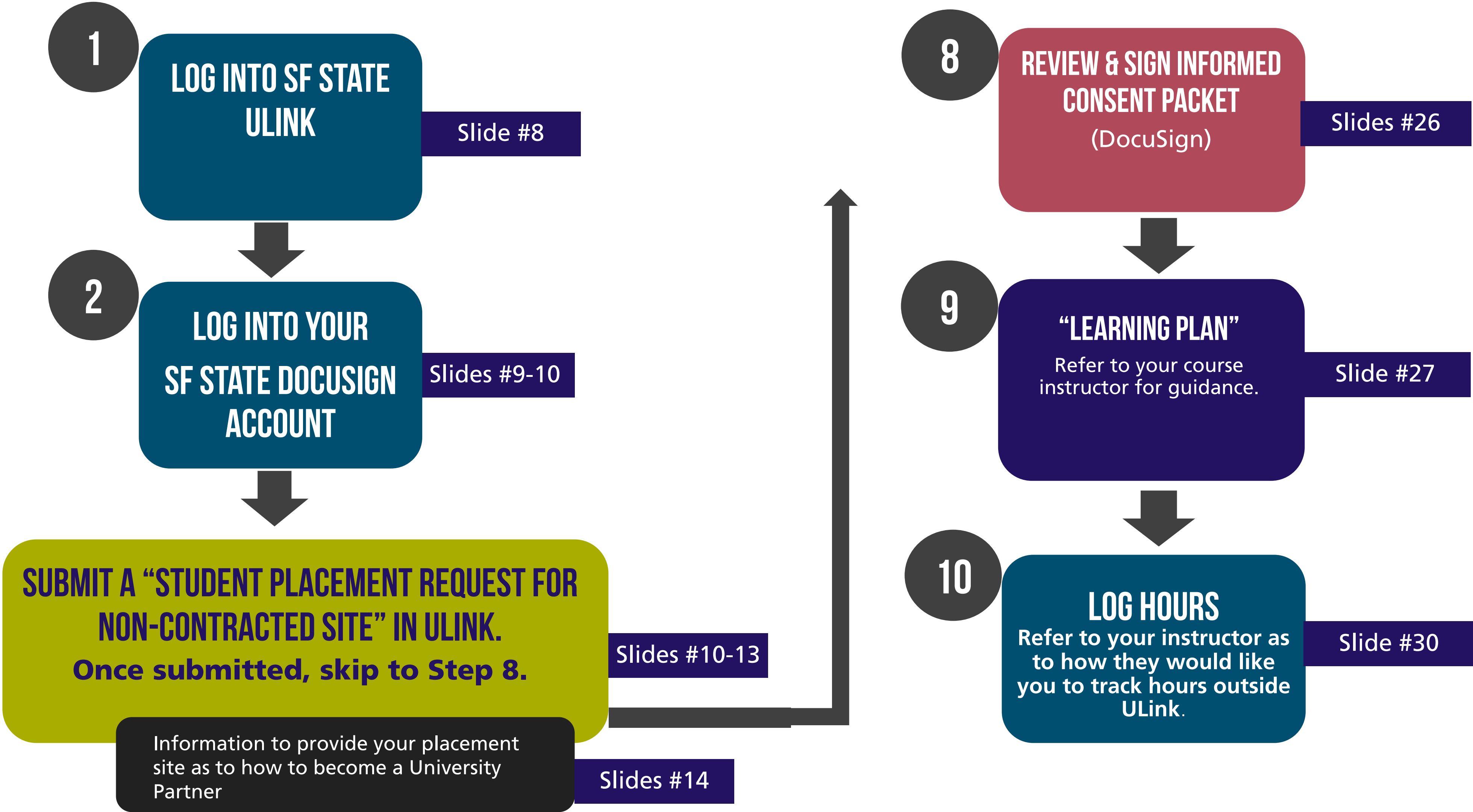


# ROAD MAP 1: PLACEMENT WITH ORGANIZATIONS LISTED IN ULINK DIRECTORY





# ROAD MAP 2: PLACEMENT WITH ORGANIZATIONS NOT LISTED IN ULINK DIRECTORY



# STEP 1

# LOGIN TO YOUR SF STATE ULINK ACCOUNT



All SF State students have ULink account, if you have never used before login to activate.

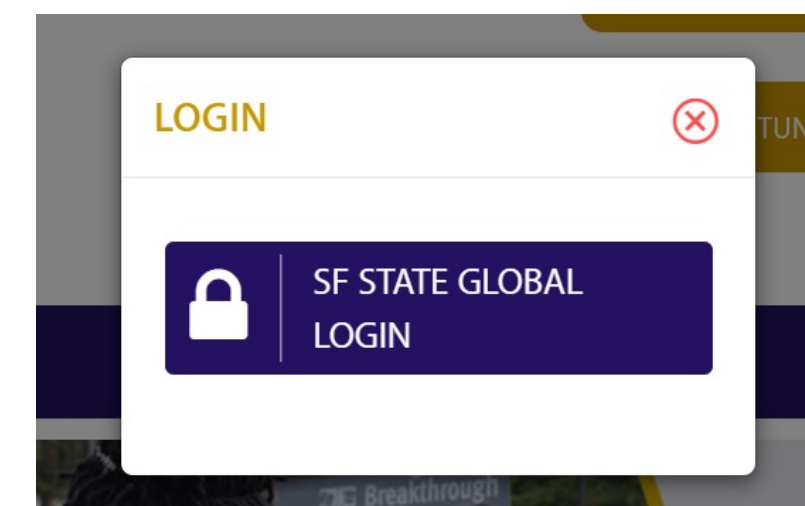
## Instructional Video:

<https://youtu.be/MLGaNQusMNs>

1. Go to <https://sfstateulink.org/#/>
2. Click **Student Login** (top right of ULink homepage)

Student Login

3. On the LOGIN window, click **Login Using SF State Gateway**



4. At the SF State Global Login page, enter your SFSU credentials, authenticate using DUO, and you will be presented with your ULink Dashboard.

SF State Global Login

SF State ID or Email

SF State Password

Login

**Note:** If it is your first-time logging into ULink, you will be asked to complete your desired causes and skills before you are redirected to your ULink Dashboard.



## STEP 2

# LOGIN AND ACTIVATE YOUR DOCUSIGN ACCOUNT

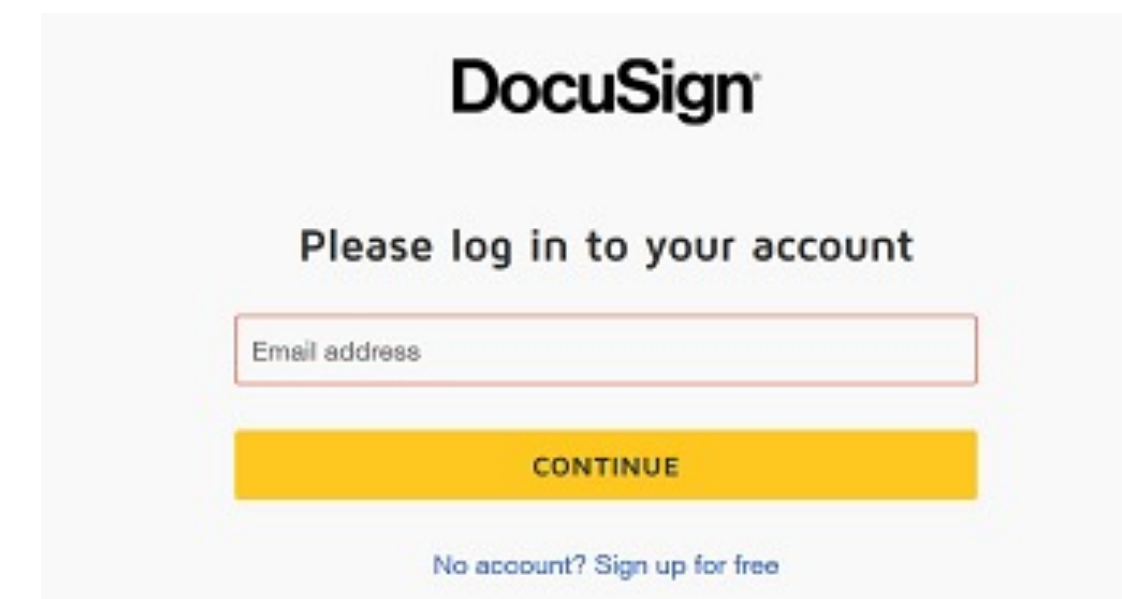
**Instructional Video:**

[https://youtu.be/CpM\\_e9cCUhg](https://youtu.be/CpM_e9cCUhg)

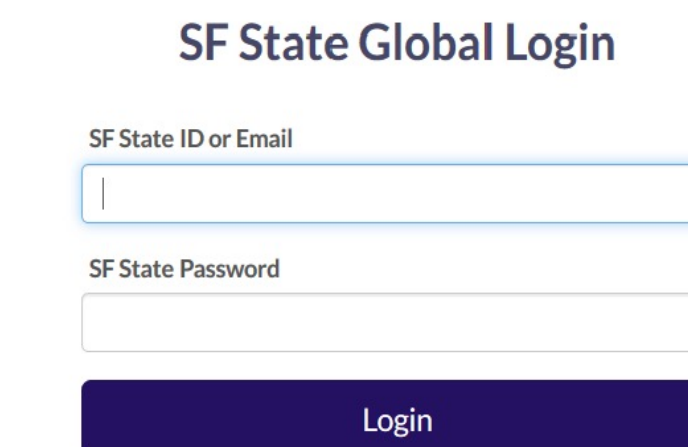
All SF State students have a DocuSign account, if you have never used before login to activate.

1. For @email.sfsu.edu and @sfsu.edu email addresses, **go** to <https://account.docusign.com/>

2. Enter your @mail.sfsu.edu or @sfsu.edu email address and select **Continue**.

A screenshot of the DocuSign login page. It features the DocuSign logo at the top, followed by the text "Please log in to your account". Below this is a text input field labeled "Email address". Underneath the input field is a yellow button labeled "CONTINUE". At the bottom of the form, there is a link that says "No account? Sign up for free".

3. At the SF State Global Login page, enter your SFSU credentials, authenticate using DUO, and you will be presented with your DocuSign homepage.

A screenshot of the SF State Global Login page. It has the title "SF State Global Login". Below the title are two input fields: the first is labeled "SF State ID or Email" and the second is labeled "SF State Password". Below these fields is a dark blue button labeled "Login".

4. Create your signature and manage your DocuSign notifications.
  - In your DocuSign account, click your profile image, and select **Manage Profile**.
  - For step-by-step guide with screen shots, refer to: <https://support.docusign.com/en/guides/ndse-user-guide-change-your-signature>
  - [Tips to manage and check the status of your documents](#)

## STEP 2

# YOUR DOCUSIGN ACCOUNT & STUDENT CONSENT FORMS

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 and will not be sent to you automatically/immediately when you log into ULink.

### ROAD MAP 1: PLACEMENT WITH ORGANIZATIONS LISTED IN THE ULINK DIRECTORY

- Refer to slides #23-26) for more information as to how you can receive your ***Student Informed Consent Packet***.

**Instructional Video:** <https://youtu.be/8ajJ5U1QKbo>

### ROAD MAP 2: PLACEMENT WITH ORGANIZATIONS NOT LISTED IN THE ULINK DIRECTORY

- Refer to slides # 11-14 and slides #26 for more information as to how you can receive your ***No Learning Site Placement Agreement Acknowledgement form*** and the ***Student Informed Consent Packet***.


**Instructional Video:**  
<https://youtu.be/TAwlaWcLOTY>



# ROAD MAP 2: SITES NOT LISTED IN ULINK DIRECTORY



Organizations listed in the ULink Organization Directory have a current Learning Site Placement Agreement (LPSA) with SF State.


- 
- Students who are at sites **not** listed in ULink **must COMPLETE** the “**Student Placement Request for Non-Contracted Site**” form.
  - Confirm that your placement site is not on ULink’s organizations list by accessing the [ULink Organization Directory](#)
  - **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 2-3 business days.



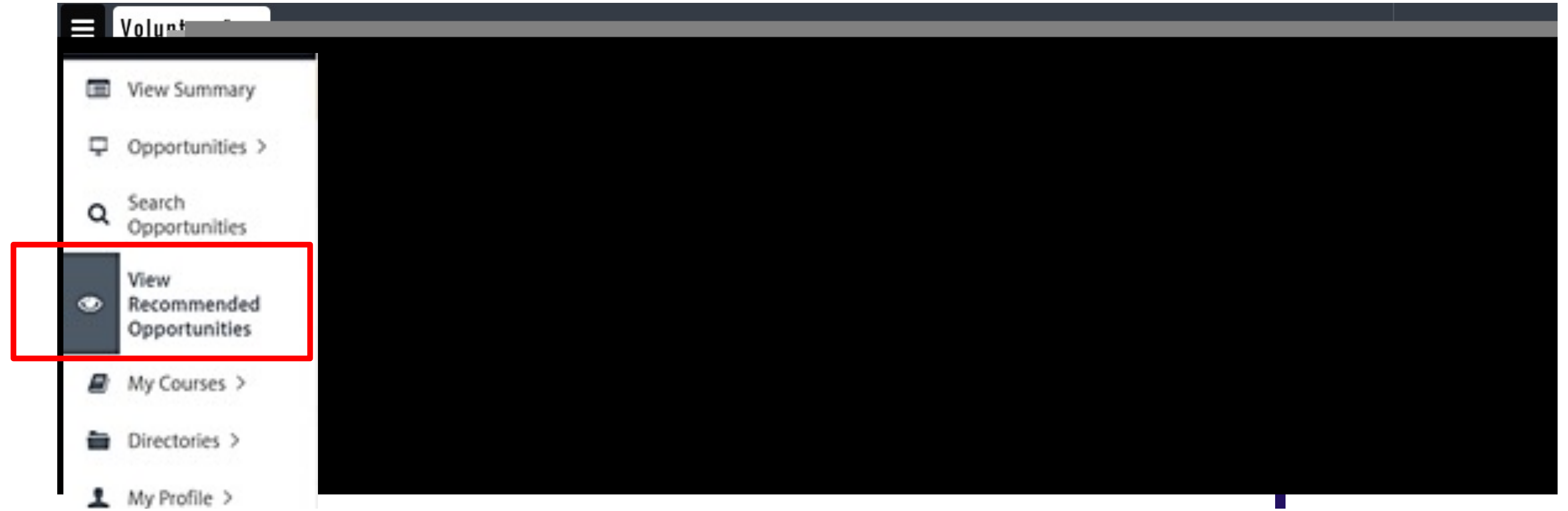
**TO PUT IN A STUDENT PLACEMENT REQUEST FOR NON-CONTRACT SITE and to receive your “Student Informed Consent packet, login to your ULink account.** See next slide to learn how to do this.

# ROAD MAP 2: SITES NOT LISTED IN ULINK DIRECTORY (CONT.)

**TO PUT IN A STUDENT PLACEMENT REQUEST FOR NON-CONTRACT SITE and to receive your "Student Informed Consent packet:**

1. Login to your ULink account.
2. You will then see your Dashboard.  
[Tip: click on the  icon and you will be able to see the full menu.]

3. Click on "View Recommended Opportunities" on the menu on the left.



4. Then you will see on the "Recommended Opportunities" page, you will see "Student Placement Request for Non-Contracted Sites", press on the "Click Here" link.



# ROAD MAP 2: SITES NOT LISTED IN ULINK DIRECTORY (CONT.)

5. You will then see the "Student Placement Request for Non-Contracted Sites" form appear.
6. Complete all fields on the "Student Placement Request for Non-Contracted Sites" form. Press **"Submit"** at the bottom right of the form.
7. You will then receive a **No Learning Site Placement Acknowledgement** form and the **Student Informed Consent & COVID-19 Info. Packet** via DocuSign within the next 2-3 business days that you must complete before you begin your site placement. See Step 8 (slide #26).

MY ASSOCIATIONS

Recomm

This list is ba

Cannot Find Student Pla

Opportuni

Art Program

Business/Ma

CAD Interns

Child and Ac

Child and Ac

Film, Admini

Serve meals

Volunteer or

### Student Placement Request for Non-Contracted Sites

**YOU SHOULD ONLY SUBMIT THIS REQUEST FORM AFTER CONFIRMING YOUR PLACEMENT WITH THE ORGANIZATION AND YOUR COURSE INSTRUCTOR HAS APPROVED.**

Non-Contracted Sites are defined as organizations not listing in the [ULink Directory](#).

All students engaged in off-campus service projects for credit and/or academic courses at locations not listed in ULink must complete this request form, including fieldwork, internship, field studies, applied, and service-learning courses, or courses with an assigned community project.

The information you are providing on this request form will initiate the review process and once submitted, ICCE will send via DocuSign your **Informed Consent and the Acknowledgement of No Learning Site Agreement** that you need to review and sign before you begin at your site.

**Student Information**

Student Name  
Jessica Doe

SF State Email Address  
icce@sfsu.edu

Mobile Phone  
4153386419

**Course Information**

Course Subject, Number and Section (example: AU 280.02)  
Course Subject, Number and Section (example: AU 280.02)

Instructor Name  
Instructor Name

Submit Close

Grey bar is the scroll down function.



**Make sure you scroll all the way down the form and complete all fields.  
All text fields that show the red line are required.**

# ROAD MAP 2: SITES NOT LISTED IN ULINK DIRECTORY (CONT.)

Information to provide your placement site as to how to become a University Partner

**If you have found and confirmed a site placement with an organization not listed in the [ULink Organization Directory](#), we encourage students to:**

- inform your site supervisors that you are taking a course (receiving academic credit) aligned with your internship and/or service-learning placement/project; and
- provide your site supervisor with the following link: <https://icce.sfsu.edu/partner-request> This webpage provides information as to how an agency can become a University partner and the process, as well as resources. You can still begin at your placement site – see below gray box for more information.

***Note: If you are taking a course that your instructor has pre-assigned/matched with you an organization that is not listed in ULink, you do not need to request your organization to register with Ulink as in cases, such as this, your course instructor has already contacted ICCE and are working with us to get these organizations as University partners.***



- Once an organization registers in ULink, the time to complete the partner approval process is dependent upon the organization's timeline to complete and submit the second step (SF State Learning Site Placement Agreement (LPSA)/MOU). Although, you may start at your site before an LPSA is in place, ICCE will continue throughout the semester to work with your site supervisor to become a University partner.
- **You can still begin at your placement site**, once you review and sign your ***No Learning Site Placement Agreement Acknowledgement form*** and ***the Student Informed Consent & COVID-19 Info. Packet*** via DocuSign. However, if your site supervisor is requesting that an SF State LPSA (or they have their own internship/volunteer agreement that they would like SF State to complete) be signed before you can begin, please notify ICCE as soon as possible.
- **Note:** You will not be able to connect your ULink profile with an organization that is not registered and active in ULink. Refer to slide #31 if you have any questions regarding how to log your hours.



## STEP 3

# ROAD MAP 1: SEARCH FOR SITES AND OPPORTUNITIES

**Instructional Video:**

<https://youtu.be/AlF7yDQ03GY>

## YOUR DASHBOARD VIEW

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.

The screenshot displays the VolunteerEasy dashboard. At the top, the header includes the VolunteerEasy logo, a user profile section for 'JESSICA DOE' with a dropdown arrow, and a notification bell icon labeled '0 INBOX'. Below the header, the main content area is titled 'Volunteering Summary' and includes a 'Pin - B000323449' label. The summary is divided into four colored boxes: a green box for 'HOURS LOGGED' with a value of 0, an orange box for 'OPPORTUNITIES WORKED/SCHEDULED' with a value of 1, a red box for 'OPPORTUNITIES PENDING APPROVAL' with a value of 0, and a blue box for 'OPPORTUNITIES FOR LOGGING HOURS' with a value of 1. A purple box at the bottom left shows 'OPPORTUNITIES FOR SCHEDULING' with a value of 1. On the left sidebar, the 'Search Opportunities' option is highlighted with a red box and a red arrow pointing to it. Other sidebar options include 'View Recommended Opportunities', 'My Courses', 'Directories', 'My Profile', 'Manage Documents', and 'Go to Public Site'.



## STEP 3 ROAD MAP 1: SEARCH FOR SITES AND OPPORTUNITIES (cont.)

- When on the **Search Opportunities** page, you will see a list of available opportunities.
- If you are interested in a listed opportunity, click **View** to view opportunity details.
- Click **Apply** to submit an application to the organization.
- To customize your search, click on **Show Advanced Search**.
- See next slide to search for virtual opportunities.

### Search Opportunities

90 OPPORTUNITIES FOUND PUBLIC

Click "**View**" to view opportunity details and available dates and times for each opportunity.  
When there are multiple venues, click on "**View Multiple Venues**" to view all the venues for the opportunity.  
When there are multiple schedules, click on "**View Schedules**" to view all the schedule(s) for the opportunity.


Q SHOW ADVANCED SEARCH

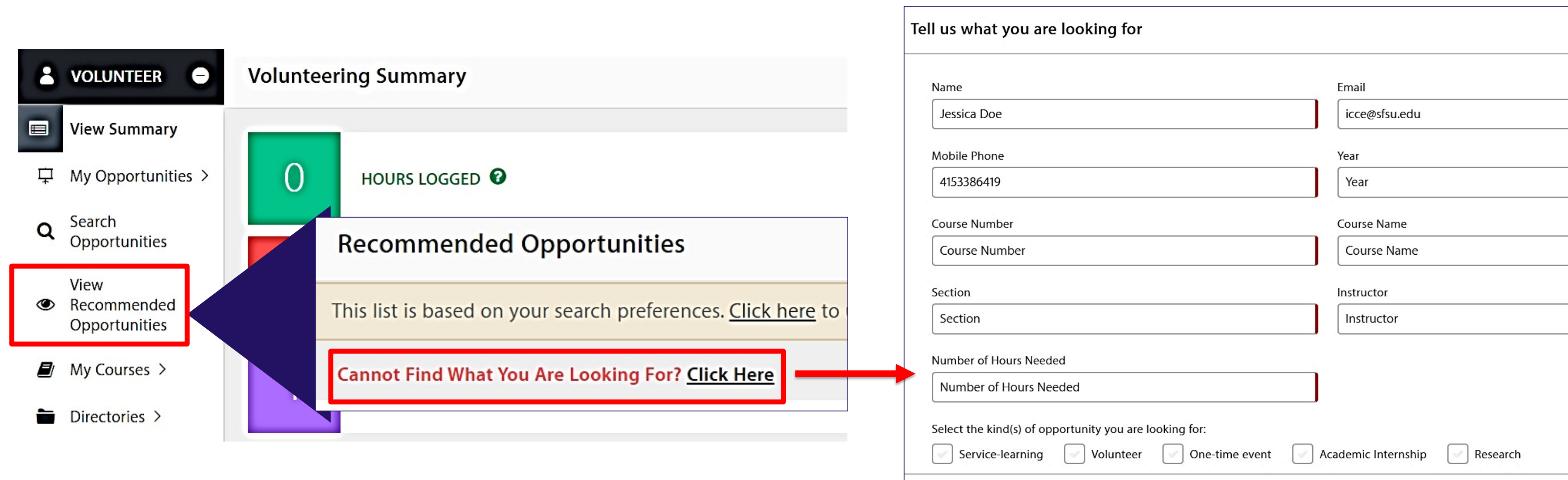
OPPORTUNITY ▼	ORGANIZATION ▼	VENUE	TIME	ACTION
Activity Assistant	Catholic Charities CYO	Catholic Charities Peter Claver Community - San Francisco, California 94115	Ongoing (Time is flexible)	<a href="#">APPLY</a> <a href="#">VIEW</a>
Administrative Assistant	Richmond Museum of Hlstory	Default - Richmond, CA 94802	Ongoing (Time is flexible)	<a href="#">APPLY</a> <a href="#">VIEW</a>

## STEP 3

# ROAD MAP 1: SEARCH FOR SITES AND OPPORTUNITIES (cont.)

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  **View Recommended Opportunities**
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.



The screenshot shows the ICCE Volunteer Dashboard. On the left, the 'VOLUNTEER' menu is visible with options: 'View Summary', 'My Opportunities >', 'Search Opportunities', 'View Recommended Opportunities' (highlighted with a red box), 'My Courses >', and 'Directories >'. The main content area shows a 'Volunteering Summary' with '0 HOURS LOGGED' and a 'Recommended Opportunities' section. A red box highlights the 'Cannot Find What You Are Looking For? Click Here' link in the 'Recommended Opportunities' section. A red arrow points from this link to a 'Tell us what you are looking for' pop-up form. The form contains the following fields:

Tell us what you are looking for	
Name	Email
<input type="text" value="Jessica Doe"/>	<input type="text" value="icce@sfsu.edu"/>
Mobile Phone	Year
<input type="text" value="4153386419"/>	<input type="text" value="Year"/>
Course Number	Course Name
<input type="text" value="Course Number"/>	<input type="text" value="Course Name"/>
Section	Instructor
<input type="text" value="Section"/>	<input type="text" value="Instructor"/>
Number of Hours Needed	
<input type="text" value="Number of Hours Needed"/>	
Select the kind(s) of opportunity you are looking for:	
<input checked="" type="checkbox"/> Service-learning <input checked="" type="checkbox"/> Volunteer <input checked="" type="checkbox"/> One-time event <input checked="" type="checkbox"/> Academic Internship <input checked="" type="checkbox"/> Research	



## STEP 3

# ROAD MAP 1: SEARCH FOR VIRTUAL OPPORTUNITIES

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**.

The screenshot shows the 'Search Opportunities' page. At the top, there are tabs for 'REGISTER AS' and 'DIRECTORY'. Below these are sub-tabs for 'Student', 'Faculty/Staff', 'Organization', and 'Team'. The main heading is 'Search Opportunities' with a count of '90 OPPORTUNITIES FOUND PUBLIC'. A yellow box contains instructions: 'Click "View" to view opportunity details and available dates and times for each opportunity. When there are multiple venues, click on "View Multiple Venues" to view all the venues for the opportunity. When there are multiple schedules, click on "View Schedules" to view all the schedule(s) for the opportunity.' Below this is a red-bordered button labeled 'SHOW ADVANCED SEARCH' with a red arrow pointing to it. The main search area is divided into two columns. The left column has input fields for 'Keyword', 'Your address', and 'Within 50 miles'. Below these are two checkboxes: 'Search For Virtual Opportunity(ies)' (checked) and 'Search For Field Trip Opportunity(ies)'. At the bottom of the left column are date pickers for '6/27/2019' and '6/27/2021'. A red arrow points to the 'Search For Virtual Opportunity(ies)' checkbox. The right column contains a list of filters: 'When Are You Available?', 'What Would You Like To Do?', 'Who Would You Like To Serve?', 'Appropriate For', 'Program(s)', 'Courses', and 'Opportunity Type'. At the bottom of the page is a red-bordered button labeled 'Search' with a red arrow pointing to it.



## STEP 4

# ROAD MAP 1: APPLY FOR AN OPPORTUNITY

1. If you wish to apply for an opportunity, click **Apply**.

### Search Opportunities

2 OPPORTUNITIES FOUND

Click "**View**" to view opportunity details and available dates and times for each opportunity.  
When there are multiple venues, click on "**View Multiple Venues**" to view all the venues for the opportunity.  
When there are multiple schedules, click on "**View Schedules**" to view all the schedule(s) for the opportunity.

SHOW ADVANCED SEARCH

OPPORTUNITY ▼	ORGANIZATION ▼	VENUE	TIME	
ICCE Student Assistantship	SF State Institute for Civic & Community Engagement	Default - San Francisco, CA 94132	Ongoing 09:00 AM - 05:00 PM PST	<b>APPLY</b>

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

### Submit Application - ICCE Student Assistantship

STEP 1/2 - CREATE YOUR ACCOUNT

STEP 2/2 - APPLY FOR OPPORTUNITY

1

View

2

Submit Application

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

AIS 460

BACK TO SEARCH

**SUBMIT APPLICATION**

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

**WAIT!!!**

You have successfully applied for the opportunity. The admin will need to approve you before you can schedule. You will get an email notification once the admin has reviewed your application.

# HOW TO: CHECK STATUS OF AN APPLICATION

**Instructional Video:**  
[https://youtu.be/866wB\\_oesuA](https://youtu.be/866wB_oesuA)

VolunteerEasy

VOLUNTEER

My Opportunity

View Summary

My Opportunities >

Search Opportunities

View Recommended Opportunities

My Courses >

Directories >

My Profile >

Manage Documents

Go to Public Site

CURRENT1

Opportunities that are either going on or would be starting are listed here.

Opportunity	Next Step?
ICCE Student Assistantship	Log Hours

Next Step will allow you to see what actions you need to take for your opportunities.

Next Step	Description
Pending Approval	The organization or the action network needs to approve your application prior to moving next step.
Pending Orientation & Training	Need to undergo Orientation & Training before volunteering for this opportunity.
Pending Attendance	Orientation & Training is RSVP but attendance is pending. Volunteer needs to attend Orientation & Training prior to moving next step.
Scheduling	User can now schedule for this opportunity.
Log Hours	Scheduling opportunity is completed and user can log hours for the volunteering work done.
Closed	Scheduling opportunity is closed
Full	Scheduling one time opportunity capacity is full.

Don't Remind Me

Close

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** blurb.
5. To contact the organization with any follow-up questions, see next slide.



## STEP 5


# ROAD MAP 1: COMMUNICATE WITH ORGANIZATION

**Instructional Video:**

<https://youtu.be/4yMvXsoemM4>

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.



My Opportunity				
CURRENT 1    ARCHIVED 0				
Opportunities that are either going on or would be starting are listed here.				
Opportunity	Next Step ?	Total Hours	Pending Hours	Send Email to Coordinator
ICCE Student Assistantship	Log Hours	0	6	 <input type="button" value="Edit/View Schedule"/>

### 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, 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!



## STEP 6

### ROAD MAP 1:

## CONFIRM PLACEMENT IN ULINK | HAVE ORGANIZATION APPROVE YOUR APPLICATION

**Now that you have been offered the internship/service learning opportunity/position...**

### 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).



**IF YOUR SITE SUPERVISOR IS UNABLE TO “APPROVE” YOUR APPLICATION IN ULINK, PLEASE CONTACT ICCE.**

## STEP 7

### ROAD MAP 1: REQUEST STUDENT INFORMED CONSENT PACKET

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

- ✓ Submit a request to receive your ***Student Informed Consent Packet*** for sites listed in [ULink Organization Directory](#).

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**To make Request Student informed Consent & Info. Packet, login to your ULink account.** Refer to the next slides (#22-23) for step-by-step guidance.



Students will receive a “Student Informed Consent packet” on DocuSign within 3-5 business days.

# STEP 7

## ROAD MAP 1: REQUEST STUDENT INFORMED CONSENT PACKET (CONT.)

The screenshot shows the VolunteerEasy dashboard for a participant named Jessica Doe. The left sidebar menu has 'Opportunities' highlighted with a red arrow. A sub-menu is open, and 'View My Sign Ups' is highlighted with a red box. A red bracket groups 'View My Sign Ups' with other options. In the main content area, a red box highlights the link 'Request Student Informed Consent & Info. Packet [Click Here](#)', with a red arrow pointing to it. The dashboard also shows a summary of opportunities worked/scheduled (2) and a table of current opportunities.

VolunteerEasy

MY ASSOCIATIONS 0 INBOX JESSICA DOE

Pin - B000323449

**PARTICIPANT**

View Summary

**Opportunities >**

Search Opportunities

View Recommended Opportunities

My Courses >

Directories >

My Profile >

Manage Documents

Go to Public Site

**Opportunities**

Add/Edit Opportunities

Log Hours

Schedule for Opportunity

Schedule Time Off

**View My Sign Ups**

View My Calendar

View Time Off History

View Pledged Hours

View Summary

**Opportunities >**

Search Opportunities

View Recommended Opportunities

My Courses >

2 OPPORTUNITIES WORKED/SCHEDULED

CURRENT 3 ARCHIVED 0

Opportunities that are either going on or would be starting are listed here.

**Request Student Informed Consent & Info. Packet [Click Here](#)**

Opportunity	Next Step ?
America Counts Tutors	Pending Approval

1. Once on the Dashboard, click "**Opportunities**" on the Menu on the left.
2. Then click on "**View My Sign Ups**".
3. On the "**View My Sign Ups**" page, click on the form to **Request Student Informed Consent & Info. Packet**.



# STEP 7

## ROAD MAP 1: REQUEST STUDENT INFORMED CONSENT PACKET (CONT.)

4. Complete all fields on the form. Press **"Submit"** at the bottom right of the form.
5. You will then receive a ***Student Informed Consent & Info. Packet*** via DocuSign within the next 3-5 business days that you must complete before you begin your site placement. See Step 8 for more information.

**VolunteerEasy**

**PARTICIPANT** My Sign Ups

View Summary

Opportunities >

Search Opportunities

View Recommended Opportunities

My Courses >

Directories >

My Profile >

Manage Documents

Go to Public Site

**CURRENT 3**

Opportunities that are either

**Request Student Informed Consent & Info. Packet**

Opportunity

America Counts Tutors

ICCE Student Assistantship

Opportunity Test

**Student Informed Consent & Info. Packet**

YOU SHOULD ONLY SUBMIT THIS REQUEST FORM AFTER CONFIRMING YOUR PLACEMENT WITH THE ORGANIZATION AND YOUR COURSE INSTRUCTOR HAS APPROVED.

This form is specific to your placement with a Contracted Site. Contracted Sites are defined as organizations listed in the [ULink Organization Directory](#).

All students engaged in service projects for credit and/or academic courses at locations listed in ULink must complete this request form, including fieldwork, internship, field studies, applied, and service-learning courses, or courses with an assigned community project.

The information you are providing on this request form will initiate the review process and once submitted, ICCE will send via DocuSign your **Informed Consent & Info. Packet** that you need to read and sign before you begin at your site.

Note: If you are using or planning to use an organization that is not listed in ULink, you must make a "Student Placement Request for Non-Contracted Site" within ULink. Go back to your Dashboard, click on "View Recommended Opportunities", and then click on the Student Placement Request for Non-Contracted Site" form.

**Student Information**

Student Name: Jessica Doe

SF State Email Address: icce@sfsu.edu

Mobile Phone: 4153386419

**Course Information**

Submit Close

Grey bar is the scroll down function.



**Make sure you scroll all the way down the form and complete all fields.  
All text fields that show the red line are required.**

## STEP 8

# STUDENT INFORMED CONSENT & COVID-19 INFO. PACKET

### BEFORE YOU BEGIN AT YOUR SITE

#### ROAD MAP 1: PLACEMENT WITH ORGANIZATIONS LISTED IN THE ULINK DIRECTORY

- The ***Student Informed Consent Packet*** must be reviewed, signed, and submitted for both virtual and on-site (physical) placements via DocuSign.
- Students will receive this packet within 2-3 business days after making a request to receive your ***Student Informed Consent Packet***.

#### ROAD MAP 2: PLACEMENT WITH ORGANIZATIONS NOT LISTED IN THE ULINK DIRECTORY

- 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 for review and signature.
- Students will receive this packet within 2-3 business days after completing a “Student Placement Request for Non-Contracted Site form” in ULink.

#### QUICK TIP



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.

## STEP 9

# “LEARNING PLAN”

### REFER TO YOUR COURSE INSTRUCTOR FOR GUIDANCE PERTAINING TO THE “LEARNING PLAN”

- 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/departments/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. Or your course instructor/program may call this document by a different name but captures all the above elements. Or some course instructors will just have you and your site supervisor refer to the course syllabus.
- You **do not** need to submit a copy of your “Learning Plan” to ICCE.



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



# STEP 10

## ROAD MAP 1: LOG YOUR HOURS

Note: Although, we strongly encourage students using sites listed in ULink to use the ULink “log hours” function, please refer to your course instructor how they would like you to confirm and track your hours. If this is required or optional.

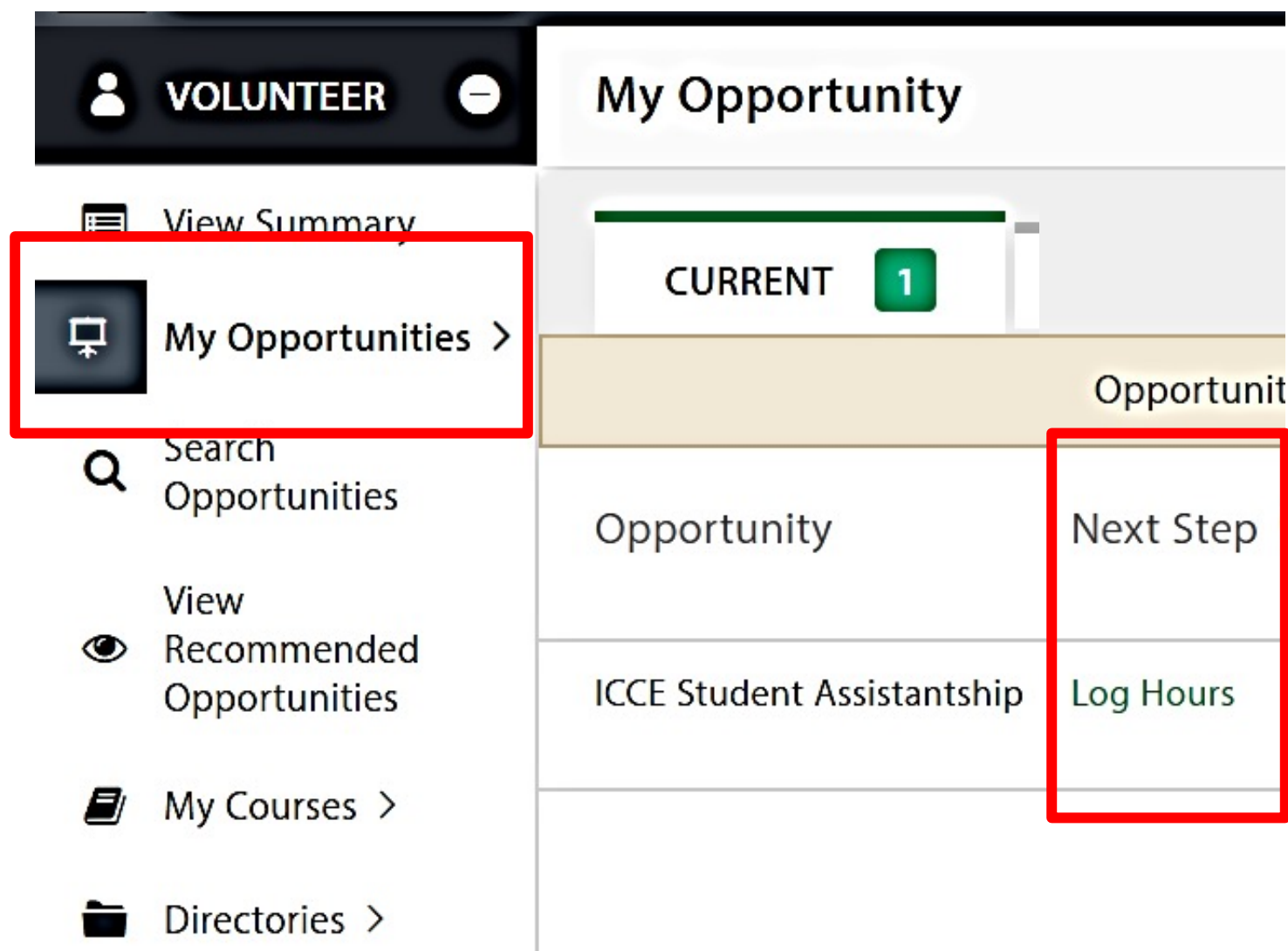
**Instructional Video:**

<https://youtu.be/eYtAomyFUrw>



**Before you can log your hours in ULink, 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.

# ROAD MAP 1: CAN'T FIND YOUR ORGANIZATION'S OPPORTUNITY?

**If you've secured an internship with an organization listed in the ULink directory (Road Map 1) but *cannot* find the opportunity on ULink,**

**please contact:**

**[icce@sfsu.edu](mailto:icce@sfsu.edu)**

# STEP 10

## ROAD MAP 2: LOG YOUR HOURS

### SITES NOT LISTED IN ULINK DIRECTORY



- You will not be able to log hours in ULink if your site placement organization is not listed in the ULink Organization Directory.
- For the log hours function to work, an organization must be active (have an Ulink account and current Learning Site Placement Agreement).
- Refer to your course instructor as to how they would like you to track hours outside ULink and if this is required or optional.



# QUESTIONS?

## PLEASE CONTACT

[icce@sfsu.edu](mailto:icce@sfsu.edu)

or visit us at HSS 206



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