

Community Service Project Guidelines

History 399B

GUIDELINES FOR PUBLIC/ORAL HISTORY Community Service Project

The Department of History has a number of Community Service Project opportunities for its majors.

I. Criteria

- A. The Community Service Project must be of a responsible nature and relate directly to the Department's program.
- B. Students must have a 3.0 GPA in the major and overall college work and must have junior or senior standing. Students must also have completed a minimum of 45 units as a history major, and have completed all of the required lower division core courses.
- C. Under certain circumstances, students may complete two Community Service Projects (for a maximum of 4 credit units). However, students may credit only one Community Service Project toward the major. Students may credit the second Community Service Project toward elective units for graduation. A student may complete two Community Service Projects at the same organization but the Community Service Projects must be completed on different projects or in different departments of the organization.
- D. Students must be acceptable to the organization.
- E. A minimum of 60 hours is required for each Community Service Project. Participants must complete these hours during the quarter in which the student enrolls in the Community Service Project.
- H. In unique circumstances, and with prior permission of the Community Service Project Coordinator, students may generate their own Community Service Project sites. The Community Service Project Coordinator will be responsible for final approval of the site.

II. The Community Service Project Process

- A. The organization and/or a Community Service Project supervisor determine the duties involved in each Community Service Project in consultation with the student. The organization then draws up a contract specifying these duties and forwards it to the Community Service Project Coordinator in the Department of History for approval. Community Service Projects involve a commitment on the part of the student of a minimum of 60 hours.

- B. Students may obtain Community Service Project contract forms in the Department of History Office or from the Departmental web site. Students must return the completed contracts to the Community Service Project Coordinator before they may register for the Community Service Project course (History 399B). Students who fail to return the completed contract will not be allowed to register for the Community Service Project course.

III. Evaluation

- A. Student interns must complete a paper assessing the Community Service Project experience. The assessment experience paper should present a description and analysis of the duties and responsibilities the student experienced during the Community Service Project. Therefore, each student must keep a daily log of activities. The paper should also evaluate the Community Service Project experience, noting both positive and negative aspects of the Community Service Project. The paper should be turned in to the Community Service Project Coordinator or the departmental secretary no later than the first day of the of final examination period.
 - B. Throughout the quarter, the organization Community Service Project supervisor will receive evaluation forms, which, when completed and returned, serve as one element in determining whether or not the student receives credit for the Community Service Project course. If the student receives an unsatisfactory evaluation from his or her Community Service Project supervisor, the student will not receive credit for the course.
 - C. Students must attend four pre-scheduled class meetings throughout the quarter in which they are engaged in their Community Service Project.
 - D. The Community Service Project Coordinator will visit the Community Service Project site biweekly to meet with student interns and the organization Community Service Project supervisor.
 - E. During the course of the Community Service Project, students may encounter sensitive or confidential information. Students are expected to treat such information confidentially and not discuss it with others. If an intern breaches confidentiality, they will not receive credit for the course and will be disciplined under the university Student Discipline Code found in the university catalog.
- IV. The Community Service Project Coordinator furnishes the following set of guidelines to each agency where the department may place student participants. This set of guidelines is provided so that BOTH the student and the organization in which the student is placed will benefit from the Community Service Project. The intent is to provide a set of generic guidelines applicable to any organization and the student to deal with a variety of contingent situations.
- A. The Community Service Project must consist of a **MINIMUM** of 60 hours during the academic quarter (10 weeks) in which the student is enrolled in the Community Service Project course. In cases where there is a serious and/or

compelling reason (e.g., illness, or other unavoidable situations) the student may request an extension of time of up to one quarter in which to complete the Community Service Project. The grade for the Community Service Project will be recorded as Incomplete until the work is completed. If the work is not completed within the allotted extension, the grade will become an "F." Both the organization and the Community Service Project Coordinator must agree to the extension before it is approved.

- B. The number of hours required breaks down to approximately 6-10 hours per week. However, the agency and the student involved shall agree upon the actual distribution of the required number of hours per week.
- C. Students applying for an Community Service Project may be subject to background screening by the organization. Such background screening may include, but is not limited to, employment history, previous residence, academic record, drug and/or alcohol use, etc.
- D. CSUSB and the department expect student participants to adhere to and exhibit the highest and most professional moral and ethical standards. Such standards include, but are not limited to, adhering to all laws, ordinances, and organization rules/regulations; maintaining confidentiality; and maintaining appropriate interpersonal relationships, etc.
- E. The university carries workman's compensation insurance on each participant. However, the university does not automatically provide liability insurance. Should the organization require liability insurance, it should contact the CSUSB Office of Risk Management (880-5983) to determine limits and how the organization can obtain such insurance.
- F. The organization or its representative(s) determine the actual duties of students. Potential participants must agree to complete these duties, with final approval resting with the Community Service Project Coordinator. Duties will vary depending on the type of organization involved. However, duties of student participants must benefit both the student, and the organization, and may include, but are not limited to, the following:
 - 1. Carrying out of projects specified by the organization, which will provide data/information seen as desirable by the organization, and which will increase the awareness of the student intern regarding the actual operation/functioning of the organization.
 - 2. Assisting organizational personnel in carrying out appropriate duties such as cataloging, interviewing, or preparing appropriate paperwork. Other activities could include such things as assisting in dealing with questions from the public or other organizations; assisting with the implementation and/or monitoring of programs, etc.

- G. Student participants must take responsibility for informing Community Service Project supervisors or other appropriate agency personnel when they have finished a task, or are otherwise available for assignment to other or additional duties.

V. Sample of Available Community Service Project Sites

San Bernardino County Museum

San Bernardino Public Library

San Bernardino National Forest

I have read the Community Service Project policy and accept the conditions stated above.

Student (Please print)

Signature

Date

Approved by:

Community Service Project Coordinator

Date