

CSL STUDENT REFERENCE SHEET

Community Service Learning (CSL) - Fall 2019

TABLE OF CONTENTS

1. Steps to completing a CSL placement

1.1 Before the registration period

A. Check the list of placements associated to your course

1.2 During the registration period

B. Select your placement

C. Contact your placement supervisor and begin your placement

1.3 During your placement

D. Enter your volunteer hours into your timesheet

2. How to create your own placement

3. How to request an official copy of your co-curricular record (CCR)

4. Deadlines and important resources

1. STEPS TO COMPLETING A CSL PLACEMENT

1.1 Before the registration period

A. Check the list of placements associated to your course

- Log into **uoZone**
- In the **Applications** section, click on **Community Engagement Navigator**. *This will activate your account!*
- Open your account. In the Navigation bar, click on **Placements** and select **CSL (specific courses)**.
- Select your course code and the session, and then click **Search**.
- Click on the placement titles to read the placement descriptions. *Please ensure you carefully read the description in full to make sure you meet the requirements.*
- Check the security clearance to see if you require a police record check.

1.2 During the registration period

B. Select your placement

How to apply to a CSL placement [video tutorial](#)

- Follow the instructions from step 1 to see the placements, and click on the title of the placement you wish to select.
- In the **Options** menu (top left), click on **Select**. Carefully read the **consent forms**.
- Again, in the **Options** menu, click **Confirm**.
- **Make it quick!** Placements are selected on a *First Come, First Served* basis. If you don't manage to select a placement because it was already selected by another student, please carry on with your second or third choices.

C. Contact your placement supervisor and begin your placement

- Once you've selected your placement, you will receive an automatic email with your supervisor's contact information.

- **Contact your placement supervisor immediately** to understand their expectations, set a first meeting and set a schedule.

1.3 During your placement

D. Enter your volunteer hours into your timesheet

How to enter hours into your timesheet [video tutorial](#)

- Ensure you enter your volunteer hours on the Community Engagement Navigator regularly. Click on **My Timesheet**. Your placement will appear. Click on **View Timesheet** in the last column on the right of your placement.
- Following each volunteer shift, enter the date, the number of hours completed, and a brief description of the tasks. Click **Add Entry**.
- Your placement supervisor will approve your hours at the end of the term and complete a performance evaluation. You have access to this evaluation on the Navigator under **My Evaluations**.

2. HOW TO CREATE YOUR OWN PLACEMENT

It is possible to have a placement created that does not already exist on the Navigator (Placement Proposed By Student – CSL PPBS) by following these instructions:

1. Speak with your professor about the placement you have in mind to see if it aligns with the course objectives. If your professor approves your placement, go to step 2.
2. Contact your Placement Officer to confirm that the Community Partner meets our eligibility criteria.
 - *If the Community Partner is eligible, you may need to have them sign a CSL Agreement, as well as have them provide you with proof of general liability insurance. These details will be discussed with your Placement Officer directly.*
3. Fill out the [PPBS form](#) and make sure that your placement supervisor is aware of and can adhere to the [CSL Calendar](#).
4. All PPBS requests must be submitted to the Centre before the **September 30, 2019**.

3. HOW TO REQUEST AN OFFICIAL COPY OF YOUR CO-CURRICULAR RECORD (CCR)

Once you have completed your placement, entered your volunteer hours in the Navigator, and have had those hours approved by your placement supervisor, you may request a copy of your Co-Curricular Record (CCR). The CCR is an official uOttawa document which records your volunteer activities carried out on campus and in the community. This document is cumulative and corresponds directly to your timesheets in the Navigator.

1. Log into the Community Engagement Navigator and click on **CCR**.
2. To print an unofficial copy, click on **View Unofficial CCR** in the left-hand menu, and print.
3. To request an official copy, click on **Request Official CCR** in the left-hand menu, and confirm the request on the next page. This version will be signed by the Vice-President Academic and Provost and printed on textured paper. Once ready, you will be notified by email, at which point you may come to our office for pick-up.

4. DEADLINES AND IMPORTANT RESOURCES

- [CSL Calendar](#)
- [Student Handbook](#)

Registration Period	<p>Students - Please refer to the PowerPoint presentation from your class for specific registration dates, and the Placement Officer assigned to your course</p> <p>You should contact your placement supervisor shortly after selecting your placement.</p>
September 20	<p>Placement supervisors must have replied to student's introduction email or call. If a student has not heard from their supervisor, following their initial email or call should contact the Centre <i>immediately</i>.</p>
September 30	<p>Students submitting a Placement Proposed by Student form (PPBS) must:</p> <ol style="list-style-type: none"> 1) hand in their completed PPBS form to the Centre and 2) ensure that the organization has signed the Centre's CSL Agreement before 4:30PM.
December 3	<p>Students must have entered their hours in their Navigator Timesheet.</p>
December 6	<p>CP Supervisors must have approved hours and completed evaluations for their student volunteers on the Community Engagement Navigator.</p>

***Note to students:**

Please encourage your supervisor to approve any outstanding hours and to complete the student evaluation online. If your supervisor has not completed your evaluation or approved your hours by December 6th, contact the Centre immediately and we will try to reach your supervisor.