



Service-Learning Instructions

Service learning is a teaching methodology that utilizes service experiences in the community as text for learning in the classroom. At Cal State Fullerton, students enrolled in service-learning courses engage in up to 40 hours of service per semester to meet unmet community needs.

Step 1: Find a Service-Learning Placement

Option One: Choose from list provided by instructor

Check your syllabus or with your instructor whether there is a list of specific sites from which you can choose a service-learning experience. If not, it is your responsibility to find a site.

Option Two: Find a site in Titan Connection

- Visit www.fullerton.edu/career
- Click on **Students > Jobs & Internships**
- Click on **View Jobs & Internships on Titan Connection**
- Login using your campus portal
 - *Fill out survey if first time logging in*
- In the left menu, click **Jobs** and then click **Search Jobs & Internships**
- Click **Position Type** and select **Service-Learning**
- Enter relevant **Keywords** and click **Search**
- Click on positions to review and apply

Your instructor may allow you to find a service opportunity independently (such as with a local organization that you are already familiar with) through a means other than those listed in Options One or Two. If this is the case, the opportunity must be approved by CICE.

- Complete the **Service Opportunity Approval Request** form here: www.fullerton.edu/cice/newsite_sl

An email with instructions will be sent to your site supervisor. We advise following up with your supervisor to ensure they receive the email and to ensure they complete the required actions. Please allow up to 3 weeks for CICE approval. You will receive an email informing you of the approval outcome.

If you found your own service opportunity, make sure to inform the site supervisor of the number of hours you need to complete for the semester and request an orientation.

IMPORTANT Note on school districts: Only service opportunities at pre-approved school districts are allowed.

Review the list of approved districts at:
www.fullerton.edu/cice/schooldistricts

Step 2: Complete CICE Placement (CalStateS4)

Once you are certain that **you have been accepted** by the organization, complete the CICE Placement here:

www.fullerton.edu/cice/placement_instructions

Once you have completed the placement process you may begin your service-learning hours.

Need Assistance?

Visit Us: Langsdorf Hall 206

Hours: Monday-Friday 8am-5pm

Call Us: (657) 278-3746

Helpdesk: <http://www.fullerton.edu/cice>