



Request to Initiate Partnership

https://app.calstates4.com/csumb/RTIP_CSUMB

Partner with CSUMB

Thank you for your interest in partnering with CSUMB. We look forward to exploring a potential partnership with your organization.

This form will initiate the process for us to learn more about your organization and the learning opportunities that you'd like to make available to students. Ideally, a representative of the organization who is familiar with the learning activities that university students will be engaged in, as well as your safety policies and procedures, completes this form.

It may take 20 minutes to complete this form. You will need:

- **Organization/Agency details**, including mission, audience/population served, focus areas, contact information
- **Site requirements and safety and risk information**
- **Opportunity type and details**, including associated CSUMB Program (CHHS, Service Learning, etc), maximum number of students for this opportunity, number of hours, safety and risk information, application instructions, student expectations, etc.

If you have more than one distinct opportunity for students at your organization, you will be able to add more opportunities after your partnership is confirmed.

[Next Page >](#)

General Partnership Criteria

The following general partnership criteria applies to all academic learning partnerships with the California State University (CSU). Additional program criteria may apply and is indicated in the learning plan. Please review the criteria below and complete the acknowledgment statement.

Organization representatives:

- Provide students with an orientation that includes, but is not limited to, an overview of the organization's programs, policies, procedures and clients served; the service or work the student will be performing; placement expectations, including attire and professional conduct; specific training; and, information about any potential hazards or risks.
- Provide student supervision.

- Identify activities or work that may pose a health or safety risk. In the event that additional unforeseen risks become apparent, the organization must communicate in a timely manner all risk-related concerns to program staff at CSUMB.
- Procure and maintain General Liability insurance, comprehensive or commercial form, with \$1,000,000 minimum limit for each occurrence and minimum limit of \$2,000,000 general aggregate.
- May be required by California law or elect to obtain a student's fingerprints and submit them to the Department of Justice, and/or the Federal Bureau of Investigation, for a criminal background check. If required or elected, the organization is responsible to:
 - determine whether such fingerprinting is required;
 - inform students on how fingerprints will be obtained;
 - obtain criminal background clearance from the appropriate agency; and,
 - advise students regarding the cost of fingerprinting/background clearance and who will be responsible for covering that cost.
- Collaborate with each student intern to produce and endorse a learning plan (required).

I acknowledge and agree to the partnership criteria outlined above **Required**

Yes / No

[< Previous Page](#) [Next Page >](#)

Organization Information

Name of Organization **Required**

Is this an on-campus office? **Required** Yes / No

An on-campus office is any group that is part of CSUMB including grant-run programs where the principle investigator is a campus employee and the funds are administered by the campus or its auxiliaries.

Please provide a brief description of your organization's mission and purpose. **Required** (90 words)

Sector (select one) **Required**

- **Faith-based** - A charitable entity whose mission is based on the social values of a particular faith, religion, or spiritual belief.
- **Government** - A local, state or federal government agency, sometimes an appointed commission.
- **Nonprofit** - A community-based, public or non-governmental entity that provides a way for people to work together for the common good that does not generate profit for owners or investors
- **Private/For-profit** - A non-governmental entity (e.g., business, corporation, company) that generates profit for owners and/or investors.
- **Tribal Entity** - An established organization of Native American Indians which is democratically elected by members of the Native American Indian community.

Organization Type (select one) Required

- Administrative Entity
- Agriculture or Manufacturing
- Arts, Entertainment or Recreation
- Charity Organization/Foundation
- Education - Administration/District
- Education - Adult School :
- Education - Alternative School
- Education - College or University
- Education - Early Childhood
- Education - Elementary School
- Education - High School
- Education - Middle School
- Education - Multi-level
- Education - Technical or Vocational
- Educational Services, Training or Consulting
- Environmental or Wildlife Organization
- Financial or Insurance
- Grassroots Organization
- Healthcare Facility or Network
- Historical Society/Museum or Library
- Hospitality
- Human, Social, or Employment Services
- Judicial or Legal Facility/Organization
- Military
- Place of Worship/Meeting House
- Political Organization
- Public Utilities
- Real Estate and Development
- Research Institute
- Residential or Home Care Facility
- Retail Trade or Service Sector
- Science, Technology or Engineering
- Storage, Trade or Transportation

Please indicate the primary population/clientele your organization serves. (select all that apply)

Required

The group or groups of people with which your agency/organization works, either directly or indirectly. If you're unsure, select "Non-specific/any population".

- Adopted/Foster Youth or Young Adults
- Adults
- Animals
- Children/Youth
- College Students
- Companies/Institutions
- Consumers
- Distributors/Wholesalers
- English Language Learners
- Families
- Females
- Formerly Incarcerated People
- Guardians/Parents
- Immigrants/Refugees
- Incarcerated People
- LGBTQA
- Males
- Non-cisgendered
- Non-specific/any population
- People Experiencing Addiction
- People Experiencing Disability
- People Experiencing Homelessness
- People Experiencing Illness
- People Experiencing Material Poverty
- People Impacted by Crime
- Seniors
- Specific racial/ethnic/cultural group
- Survivors of Sexual or Domestic Violence
- Teens/Young Adults
- Veterans, Active Military and/or Military Families

Please identify your organization's general focus area(s). (select all that apply) **Required**

For the focus area(s) identified, please select any subcategories that apply. (Note: not all areas have subcategories.)

- Advocacy and Human Rights
 - Human Rights and Liberties
 - Legal Assistance
 - Political Engagement
- Animal Welfare
- Arts, Culture, and Humanities
 - Cultural Programs
 - Fine Arts
 - Media & Broadcasting
 - Performing Arts
- Civic Engagement
 - Activism
 - Census Education
 - Non-Profit Strategic Planning
 - Public Works
 - Voter Registration
- Construction
- Consumer or Corporate Services
- Diversity, Equity, Inclusion & Social Justice
 - Conflict Resolution and Peace Building
 - Social Transformation
- Education
 - Career or College Exploration
 - College Preparation
 - Extended Learning
 - Language Pathways
 - Peer Mediation
 - Recreation
 - Religious Studies
 - Skill Development
 - STEM Programs
 - Supporting Academic Success
- Emergency Services & Public Safety
 - Emergency or Disaster Relief
 - Emergency Preparedness

- Gang Prevention and Intervention
- Police-Community Relations
- Safety Education
- Equitable Economic & Workforce Development
- Food & Housing Security
- Health & Medicine
 - Animal-Assisted Therapy
 - Behavioral Health
 - Chronic Disease
 - Communicative Disorders
 - Dental or Visual Well-being
 - Disability Support Services
 - Eating Disorders
 - Family Planning Services
 - Health Care Administration
 - Mental Well-being
 - Neglect Prevention and Intervention
 - Patient Advocacy
 - Physical/Mental Abuse
 - Sexual or Domestic Violence Support Programs
 - Substance Abuse
 - Wellness Education Programs
- International Service Experiences
- Migration & Naturalization Services
- Natural Resources, the Environment, and Ecosystems
 - Climate Change/Climate Action
- Research and Development
- Restorative Justice
 - Prison Reform
 - Probation and Parole Services
 - Re-Entry or Rehabilitation Programs
- Science or Technology
- Supply Chain
- Transportation & Tourism

Please share any additional information you'd like us to know about your organization (e.g. small business, woman owned, etc.)

Site Address

Provide your main address. Additional locations can be captured after an agreement has been executed.

Country Required

Address 1

Address 2

City

State

ZIP code

Is this a residential home office address? Required Yes / No

An organization office that is located in a home residence. A copy of the organization's Certificate of Insurance is required each year. A site visit is required prior to student placement.

General Telephone Required

General Email Required

Website

LinkedIn

Twitter

Instagram

Facebook

Normal Days/ Hours of Operation Required

Does the organization offer evening and/or weekend hours? Required

- evening hours after 5pm are available
- weekend hours are available
- no

Select all languages you prefer students speak other than English.

What's the maximum number of students your site can accept at a given time? _____

Partnering with the CSU - View a map of all 23 campuses

List any departments or faculty at this campus with whom you have an existing relationship.

Select any other CSU campuses with whom your organization has a current partnership.

Are there any other CSU Campuses with which you would like to partner?

[< Previous Page](#) [Next Page >](#)

Contact Information

Main Contact

The main contact information will be used by university faculty or staff members to contact your organization. CSU students will not have access to this information unless approved by the organization.

Main Contact First Name Required

Main Contact Last Name Required

Main Contact Position Title Required

Main Contact Phone

Main Contact Email Required

Legal Contact

The CSU requires an agreement between the campus and the organization be in place prior to placing CSU students in all academic learning experiences. The "legal contact" is the person at your agency or organization who has the authority to sign contracts with the university. If you have the contact information for this person, please provide it below; otherwise, the main contact will receive information about the agreement process and can forward it as needed. (Note: this information will only be available to campus staff executing contracts.)

- This is the same person as the Main Contact. (Note: If this box is checked, unchecking it will **clear** all fields.)

Legal Contact First Name

Legal Contact Last Name

Legal Contact Position Title

Legal Contact Phone

Legal Contact Email

Additional Site Contact

The site contact typically acts as the on-site contact for students during their placement. This person may also be who students contact if they are interested in placing with your organization and/or who directly supervises students placed at your site. Indicate the type of staff contact this person is using the role selection below.

- This is the same person as the Main Contact. (Note: If this box is checked, unchecking it will **clear** all fields.)

Site Contact First Name

Site Contact Last Name

Site Contact Title

Site Contact Phone

Site Contact Email

What is the role of this person? (Select all that apply)

- Main Contact
 Other
 Site Supervisor
 CHHS Mentor
 MSW Field Instructor
 MSW Task Supervisor

Contact Visibility

Organizations can show a designated contact to students. If selecting the "Site Contact" option, the information will default to the person with the Main Contact role within our system.

Please select one individual you've identified above (if any) that students should contact if they are interested in placing with your organization. **Required**

- Do not show contact information to students
- Main Contact
- Legal Contact
- Site Contact

[< Previous Page](#) [Next Page >](#)

Site Requirements and Safety

Site Requirements and Safety Information

In order to create a positive, safe and valuable out-of-classroom learning experience, CSU faculty, students, college staff and community partners must work together as a team to make the most of the experience and manage the unique risks that exist. There is insurance available to protect CSU as well as the learning site, if the proper agreement is in place. Students can avoid unsafe situations when everyone is familiar with the placement details and a proper risk assessment has been completed. This risk assessment is not intended to prohibit educational experiences that may seem "too risky," but rather to find ways to reduce the amount of risk and liability exposure, so that the learning opportunity is a safe,

healthful and fulfilling educational experience for all parties involved. This section should be completed by someone familiar with any potential risks.

Please select all options that apply. **Required**

You will be asked to provide additional information as needed based on your responses. Additionally, some requirements will incur cost; in the majority of cases, this will be the responsibility of your organization.

- Background Check (e.g. fingerprinting/livescan, driving record)
- Computer Literacy
- CPR Certification
- Driver's License
- First Aid Certification
- Health Check/Screening (e.g. temperature screening, COVID-19 test)
- Must be 18 or older
- Pre-Placement Training
- TB Test
- Vaccinations
- Bilingual Desired
- Bilingual Required
- None of the above options apply to this organization

Site Safety Questions

Please select all options that apply. **Required**

- KNOWN HAZARDS: This placement requires working with hazardous materials, heavy equipment, construction equipment, heights, or heavy machinery.
- POPULATION SERVED: Students may be working unsupervised with minor or other vulnerable populations.
- POPULATION SERVED: Students may be working with individuals who pose an elevated risk of harm or injury to them.
- SITE LOCATION: Parking and work areas may not be secure or adequately illuminated.
- SITE LOCATION: There have been incidents of criminal activity at the organization or site(s) within the last year. Or, the location would be described as a high-crime area.
- SUPERVISION: Students may be required to work at night (after 6pm). Or, students may be supervised less than 50% of the time or the supervisor will be overseeing more than 8 people.
- None of the above options apply to this organization.

(If any except “none” are checked, additional questions will pop up: **Please clarify your selection(s).**

Required 150 words remaining.)

Is there anything else not covered that might impact the safety and well being of your clients and/or university participants? 150 words remaining.

Will students receive safety training and emergency planning pertaining to potential risks associated with their duties?

Yes / No

I have filled out the risk and safety information of this organization to the best of my knowledge. **Required**

Check box to agree

[< Previous Page](#) [Next Page >](#)

Student Opportunity Information

This section of the form asks you to provide information about the type of academic learning opportunity your organization would like to make available to students. If you are unsure, that is ok, provide as much information as possible in the following sections. **Tip:** Click the name of a program to see a descriptor.

[Academic Internships](#)

[Collaborative Health and Human Services](#)

[Service Learning](#)

[Master of Social Work](#)

What type of opportunity are you offering? **Required**

- CHHS
- Service Learning
- MSW
- Academic Internships

Below you can provide information for one (1) specific opportunity for our students. If you have more available, please provide details for the opportunity that is your highest priority. Once your agreement has been executed, campus staff will guide you in entering the remaining opportunities into the system.

Opportunity Information

Please provide information about the specific opportunity you have available for students enrolled at our institution.

Has a student been selected for this opportunity? Yes / No

If yes, Student Name & Email:

Opportunity Title Required

Opportunity Description Required 500 words remaining.

By the end of this opportunity, students will have learned...

Please select the tasks/activities students would be doing for this opportunity (select all that apply) **Required** Start typing common words to search the list for related activities.

- Administer, conduct, or oversee an assessment process
- Analyze and/or study data
- Assist a professional
- Assist with accounting/legal paperwork or tax preparation
- Conduct mapping and/or surveying
- Conduct scientific analysis and/or testing
- Create curriculum, lesson plans, and/or activities (including physical or hands-on activities)
- Create evaluations, assessments, or survey instruments
- Create or promote marketing content
- Create written or digital content (e.g. graphic design, photos, website, blog/article, social media posts)
- Deliver and/or package goods
- Develop or perform a play, immersive story, short film/video, or concert
- Develop technical content or materials (e.g. policy development, grant writing, tutorials, software/web development)
- Develop, present and/or facilitate a workshop, training, or tour
- Edit digital content (e.g. images, videos, web content)
- Engage in a research and/or scholarly activity
- Engage in play or fitness activities with clients
- Gather and/or write oral histories
- Install pre-fabricated materials or equipment (including assisting)
- Observe a professional and/or client
- Participate in a painting, building, renovation or construction activity (such as, neighborhood/housing restoration or building theater props or playgrounds, etc)
- Participate in a workshop, training, or orientation
- Participate in an environmental restoration, planting/gardening and/or recycling activity
- Participate in and/or lead outreach efforts
- Participate in office and/or supervisor meeting
- Plan, organize, or lead an event, program, or community project
- Prepare and/or serve food
- Provide general office administration (e.g. filing, data entry, processing forms, intra-office communication, meeting preparation, returning phone calls)
- Provide translation and/or transcription services
- Received Direct Supervision
- Search and/or investigate potential locations or buildings
- Serve as a caregiver/caretaker
- Serve as a client advocate/case manager
- Serve as a counselor/therapist individually or as part of a group
- Serve as a mentor
- Serve as a tutor
- Serve in a coaching role
- Serve in a customer service/concierge role
- Serve in a supervision or professional consulting role
- Serve in a teaching role (including in an assistant role)
- Serve in an advising/counseling role
- Shadow a professional
- Sort donated goods (such as, food, clothing, electronics, household items)
- Support fundraising efforts (e.g. grant writing research, donor/donation outreach, collection drives)
- Support or assist with an event, program, or community project
- Train clients

What training will be provided to students to perform these responsibilities? Required

How will you provide ongoing support and supervision to students? Required

Where can these responsibilities be performed? Required

- In-Person
- Online Only
- Combination of in-person and online
- Negotiable

Please provide any safety information specific to this opportunity. 90 words remaining.

Please indicate how many students you are seeking for this opportunity. Required _____

Is this an ongoing opportunity? Required Yes / No

If no, enter dates opportunity is available:

Are students expected to use a personal vehicle as part of this opportunity? Required Yes / No
Select YES only if students will need their own transport to various locations in order to complete their activities.

Are students responsible for any fees as part of this opportunity? Required

- No Fees will be incurred by students
- Background Check (e.g., fingerprinting, live scans, driving record)
- TB tests
- First-aid/CPR Certification
- Parking Fee
- Licensing Fee
- Unknown
- Other

Are students receiving any form of compensation for this opportunity? Yes / No

If “yes”: **Please provide compensation details**

For all forms of reimbursement, please provide more detailed information in the explanation box.

Type	Frequency	Amount	Explain Other	Show this to students?

Please provide information on how students may apply for this opportunity. Required

(Contact info for questions or follow up, application form links, items requested from student - resume, cover letter, availability, previous experience, course/major info, and any supplemental steps for securing this opportunity - interviews, etc.)

[< Previous Page](#) [Preview & Submit >](#)

**Thank you for your interest in partnering with our university.
We will review and retain your submission to determine next steps.**