

FREQUENTLY ASKED QUESTIONS ABOUT THE CAVE SERVICE LEARNING PLACEMENT PROCESS

Q: Will CAVE accept my Service Learning Packet prior to the first day of school?

A: CAVE will accept your packet up to one week before the start of the semester. We advise that you submit quickly so your placement can be given in the first week of classes and you can get started on hours.

Q: I want to use my own placement in the community. Do I have to use one of CAVE's placements or can I find my own?

A: The answer depends on your specific course and instructor's requirements. Ultimately, all alternative placements need to be approved by your instructor. The packet cover page and application have a question that allows you to note this information or make a special request.

Pre-credential candidates should be advised that most university credential programs have specific guidelines for appropriate classroom environments. Please talk to your instructor and/or credential program advisor about these guidelines before you use an outside placement.

Q: If I'm finding my own placement or am a distance learner, do I still need to be processed by CAVE?

A: Yes. It is required by the University that all students in Service Learning courses be processed by CAVE. It is important to remember this is also a first step into professional socialization, as you will rarely work in an agency or school without taking such steps.

Q: Can my letter of recommendation be sent to the CAVE office via email?

A: No, CAVE will not accept any letter of recommendations via email. If your source can email it to us, they can just as easily email you. You can print a copy and include it in your packet.

Q: If I am in multiple classes that require service hours, can my hours double count for my classes?

A: It is rare that this can happen. Double counting your hours is no different than turning in the same paper in two classes. The placement you are given for each class is specific to course material and will require you to engage in different activities and analyze different issues. Ideally, you should be able to see a direct connection between what you are learning in your class and what you do in the community. If you are worried about the number of hours required by multiple service-learning courses, you should discuss the situation with your instructors to determine the next steps.

Q: I was placed through CAVE last semester. Do I still need to go through the process this semester?

A: Yes. We require placement process each semester because different courses have different requirements and we need to make sure they are met each time. We also may have changes to paperwork. The good news is that there is less to do the second time around! The letter of recommendation and TB Test are not required if you have been placed in the last two years. CAVE has your documents on file.

Q: I currently work for a school district. Do I still have to complete the placement process?

A: If you work for a school district, you do not have to secure a letter of recommendation or proof of negative TB. However, you will need to get a letter from your school site or the district office confirming your employment.

Q: I completed the fingerprinting/LiveScan process for someone else. Do I still need to complete the packet?

A: Yes. CAVE does not have access to your LiveScan results or follow-up reports, so this information cannot be used by our office. You should also note that the packet contains additional paperwork needed for your placement so it is important to complete the entire process.

Q: I'm new to the Chico area and the Chico campus and I don't know anyone who can give me a letter or recommendation. What do I do?

A: Your letter can come from any professional source and does not need to be from someone in Chico. Professional sources include: former teachers/professors, former/current employers, clergy, coaches, etc. Nonprofessional sources include family, friends, and roommates; these letters will NOT be accepted. Note that the professor of your current Service Learning course cannot be your reference.

Q: Where do I turn in my packet?

A: There are many different methods for submitting your packet, which are found in the instructions. Note that if you are in an education class, you may bring your packet to the CAVE office (BMU 309) up to one week before the start of the semester.

Q: I have other questions. How do I get answers?

A: Again, the packet you download provides many options available to you. Since you are online reading these questions, the simplest would be to use our questions form on the website. You can also email caveservicelearning@csuchico.edu with your specific questions. Feel free to call us at (530) 898-3356 or 898-5817.