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*Marketing 100S | Service Learning*  
*How to Complete the Learning Plan*

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The Learning Plan is an agreement between the instructor, the CBO Site Supervisor, and the student that must be completed, signed, and retained. Students may not begin performing volunteer hours until the learning plan has been completed. Docu-Sign will be used to facilitate the process of signing and routing the form.

To complete the form, proceed as follows.

- Go to the Service-Learning Website in the Department of Marketing's webpage: <http://fresnostate.edu/craig/depts-programs/mktg/servicelearning.html>
- Click on the link, "Service Learning Plan – Spring 2021." To get started, you will be asked to provide names and email addresses for yourself, your instructor, and your CBO supervisor.
- Once you've entered names and emails, the form will open up. There are several required fields indicated in red. The Learning Activities section is where you will describe what you plan to do to complete your 15 hours of service. If the required fields are incomplete, the form will prompt you to complete them.
- Once your form is complete, click "finish" and the form will be routed to your CBO supervisor who will then approve and sign it. It will then be routed to your instructor for their approval and signature.
- Once your instructor has signed, the form will be complete and will be forwarded to all parties as a finished document. You will receive it from Docu-Sign with a notification that your "document is now complete."
- Your instructor will provide direction about what (if anything) further to do. He or she may require you to upload the completed document as a PDF to Canvas.