

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

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. Adobe Sign will be used to facilitate the process of signing and routing the form.

The Learning Plan has six pages and two sections. The first, *Learning Activities*, is where you will describe what you plan to do to complete your 15 hours of service. Provide details of the SPECIFIC activities you plan to perform. The second section is a Covid disclosure and release form.

To complete the form, go to the Service-Learning webpage:

<https://craig.fresnostate.edu/mktg/servicelearning.html>. Click on the link, "Service-Learning Plan – Spring 2022."

The Adobe Sign form will appear, and you will be prompted to fill in the required fields, which are highlighted in yellow.

As you progress through the form, you will see the number of required fields remaining in the top right corner. When you have completed the form, you will see "Required fields complete." If there are numbers remaining, you'll need to find and complete the field you've missed.

Your next step will be to sign the form, after which a box will appear asking you to "Assign Participants" (as below). It is critical to complete the participants as shown in the blue box *or your form will not process correctly*.

Participant #2 is your CBO Site Supervisor, who will sign the form after you have submitted it.

Participant #3 is your instructor, who will sign the form last.

BE SURE YOU HAVE ENTERED EMAIL ADDRESSES CORRECTLY.

Assign the next participants ×

To complete the form please enter the information for the next participant. They will receive an email to complete this form.

*** Participant 2** ^

First name	Last name	Email address
<input type="text" value="Enter first name"/>	<input type="text" value="Enter last name"/>	<input type="text" value="Enter email address"/>

[+ Add Message](#)

*** Participant 3** ^

First name	Last name	Email address
<input type="text" value="Enter first name"/>	<input type="text" value="Enter last name"/>	<input type="text" value="Enter email address"/>

[+ Add Message](#)

After you have "clicked to sign," you will receive an email you must open to authorize your signature on the form. Once you've done that, Adobe-Sign will route the form via email to your CBO supervisor and then your instructor.

Once they have signed the form, it will be complete and will be forwarded to all three parties. You will receive a notification that states "Completed: "SL_Learning_Plan," with a link to download the agreement.

Your instructor will provide direction about what (if anything) further to do. He or she may (or may not) require you to upload the completed document to Canvas.

Please remember, completing this form is a requirement for the course and must be done before you can begin doing any service hours with your CBO.