

SLA INFORMATION

The following information will outline how to complete or renew your “Service Learning Agreement” (SLA) with SDSU via Adobe Sign. We appreciate your partnering with SDSU School of Social Work, Field Education. If you have any additional questions about this, please contact us.

In June 2010, with collaboration from various colleges, the agreement form for Field Experience or SLA was revised. This updated form was developed to maintain coverage for students and the University, to streamline the document format, and to meet the needs for both the faculty and University. Any time a student is engaged in an off-campus service learning experience in conjunction with a course for credit, a “Service Learning Agreement” is needed in order to protect the student and the University. Once in place, the SLA will continue **INDEFINITELY** and will **NOT** need to be renewed in the future. Also, please note that only **ONE** SLA needs to be in place for each agency, not for each individual program.

Instructions for completing the SLA on-line via Adobe Sign

PLEASE NOTE: The SLA will be sent to the authorized signer via email, please provide us with the Name and Email address of the authorized signer.

Page 1 of Contract: Please complete Paragraph 1, giving the date of your Agency signature and the name of your Agency.

Page 2 of Contract: Please complete mailing information at the bottom of the page.

Page 3 of Contract: SDSU requires that someone of the CEO/President level sign (**via Adobe Sign**) so that ALL programs are covered without needing additional contracts. Please also provide all contact information (Street Address, City, State, Zip, Email, Phone# and Fax#)

VERY IMPORTANT: The SLA process begins with Agency’s authorized signer receiving an email requesting signature via Adobe Sign. The process will NOT continue until the Agency’s authorized signer has signed and authorized the contract. Once signed by your Agency the contract will automatically be sent to the next approval point. Once ALL have reviewed and signed via Adobe Sign, your Agency will receive a final email with a copy of the SLA for your records.

Thank you for your time! If you have any questions, do not hesitate to contact us.

Field Education Team
swfield@sdsu.edu