

**MASENO UNIVERSITY
SCHOOL OF EDUCATION
DEPARTMENT OF EDUCATION MANAGEMENT AND FOUNDATIONS**

COMMUNITY SERVICE LEARNING (CSL)

CSL PLACEMENT PROPOSAL FORM

This form is to be completed by the student and submitted to the Department/CSL Coordinator for review and approval **prior to commencement** of the Community Service Learning (CSL) placement. The proposal complements the **CSL Agreement Form** and ensures that the proposed placement meets academic, quality assurance, and risk management requirements of Maseno University.

SECTION A: STUDENT INFORMATION

Full Name of Student: _____

Registration Number: _____

Academic Programme / Department: _____

Year of Study: _____

Course Unit (if applicable): _____

SECTION B: HOST / PARTNER ORGANIZATION INFORMATION

Name of Organization: _____

Registration Number (if applicable): _____

Type of Organization (e.g. school, NGO, CBO, public institution, private organization):

Physical Address / Location: _____

Contact Person (Name and Designation):

Telephone Number: _____

Email Address: _____

SECTION C: PROPOSED COMMUNITY SERVICE LEARNING ACTIVITIES

Provide a concise description of the roles, responsibilities, and activities the student will undertake. Activities should be meaningful, safe, and aligned with the objectives outlined in the CSL Agreement Form.

Description of Roles and Activities:

SECTION D: EXPECTED LEARNING OUTCOMES

Indicate the expected learning outcomes and demonstrate how the proposed activities support programme competencies, professional development, and community engagement goals, in line with the CSL Agreement Form.

Learning Outcomes (linked to programme competencies):

SECTION E: DURATION AND TIME COMMITMENT

Proposed Placement Period:

From _____ To _____

Expected Weekly Time Commitment (hours/days): _____

SECTION F: RISK AND SAFETY ASSESSMENT CHECKLIST

This section supports the **Risk Management and Mitigation Measures** outlined in the CSL Agreement Form. The student, in consultation with the host organization where possible, should complete this checklist prior to approval.

Please tick (✓) where applicable and provide details where necessary.

Risk & Safety Consideration	Yes	No	Details / Mitigation Measures
Host organization provides a safe working environment	<input type="checkbox"/>	<input type="checkbox"/>	_____
Student will receive orientation on safety procedures	<input type="checkbox"/>	<input type="checkbox"/>	_____
Adequate supervision/mentorship will be provided	<input type="checkbox"/>	<input type="checkbox"/>	_____
Activities involve minimal physical risk	<input type="checkbox"/>	<input type="checkbox"/>	_____

Risk & Safety Consideration	Yes	No	Details / Mitigation Measures
Activities do NOT involve hazardous equipment/materials	<input type="checkbox"/>	<input type="checkbox"/>	_____
Emergency contacts and procedures are available	<input type="checkbox"/>	<input type="checkbox"/>	_____
Travel to and from placement site is reasonably safe	<input type="checkbox"/>	<input type="checkbox"/>	_____
Student is aware of incident reporting procedures	<input type="checkbox"/>	<input type="checkbox"/>	_____

Additional Identified Risks (if any) and Proposed Mitigation Measures:

SECTION G: STUDENT DECLARATION

I confirm that the information provided in this proposal is accurate and that I understand the objectives, quality expectations, and risk mitigation measures of the Community Service Learning programme as outlined in the CSL Agreement Form. I commit to complying with all University and host organization policies and to reporting any risks or incidents promptly.

Student Name & Signature: _____

Date: _____

SECTION H: DEPARTMENT / CSL COORDINATOR REVIEW AND APPROVAL

This section confirms that the proposed placement has been reviewed for **academic relevance, quality assurance, and risk and safety compliance**, in accordance with the CSL Agreement Form.

Comments / Recommendations (if any):

Approved / Not Approved: _____

Name of CSL Coordinator / Departmental Representative:

Signature: _____

Date: _____

IMPORTANT NOTES

1. Approval of this proposal is required **before** signing the CSL Agreement Form and commencement of the placement.
2. Any changes to placement location, activities, duration, or risk profile must be reported and approved in writing.
3. The CSL Placement Proposal Form and CSL Agreement Form together constitute the official authorization for the CSL placement.