

## SERVICE LEARNING STUDENT CONDUCT GUIDELINES AND LIMITATIONS

I, \_\_\_\_\_ (*print first and last name*) a student at UTA, acknowledge receipt of and agree to abide by the following Service Learning Conduct Guidelines and Limitations.

### GUIDELINES:

**Ask for help when in doubt:** Your site supervisor should understand the issues at your site and you are encouraged to approach him/her with problems or questions as they arise. He/she can assist in your determining the best way to respond to difficult or uncomfortable situations. Feel free to contact your instructor with questions concerning your placement.

**Be punctual and responsible:** Although you are volunteering your time, you are participating in the organization as a reliable, trustworthy and contributing member of the team. Both the administrators and the persons whom you serve rely on your punctuality and commitment to completing your service hours/project throughout your partnership.

**Call if you anticipate lateness or absence:** Call the site supervisor, or the designated contact person, if you are unable to come in or if you anticipate being late. Be mindful of your commitment, people are counting on you.

**Respect the privacy of all clients:** If you have access to confidential information of the persons with whom you are providing service (i.e. organizational files, diagnostics, personal stories, etc.), it is vital that you treat it as privileged information. Ask for directions from your instructor as to the appropriate method of referring to "clients," or the people you work with at the service sites, in providing presentations or written materials.

**Show respect for the organization to which you are providing service:** Placement within community programs is an educational opportunity and a privilege. Keep in mind, not only are you serving the community, but the community is serving you by investing valuable resources in your learning.

### **Be appropriate:**

- Treat supervisor(s) and others with courtesy, kindness, and respect.
- Dress neatly, comfortably, and appropriately, and practice good hygiene. Many of the placement sites will have dress codes.
- Use formal names unless instructed otherwise.
- Set a positive standard for other students to follow.

**Be flexible:** The level of intensity of activity at a service site is not always predictable. Your flexibility to changing situations can assist the partnership in working smoothly and producing positive outcomes for everyone involved. Notify your supervisor if you require special accommodation in order to participate in an activity.

### **Do Not:**

1. Report to your service site under the influence of drugs or alcohol.
2. Give or loan a client money or other personal belongings.
3. Make promises or commitments to a client that you cannot keep.
4. Give a client or agency representative a ride in your personal vehicle.
5. Tolerate any verbal exchange of an inappropriate sexual nature or engage in behavior that might be perceived as sexually inappropriate with a client or community organization representative.
6. Tolerate any verbal exchange or engage in behavior that might be perceived as discriminating against an individual on the basis of his/her age, race, gender, sexual orientation, ability or ethnicity.
7. Engage in any type of business activity with clients unrelated to your service during the term of your service.
8. Enter into personal relationships with a client or community partner representative during the term of your service.

\_\_\_\_\_  
Student Name (Please print)

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Course Name & Number

\_\_\_\_\_  
Instructor Name (Please Print)