DO participate in orientation for your service-learning experience.

DO make sure you know whom to contact at the site and at the university in case of an emergency.

DO make sure you know how to exit your service site in case of an emergency.

DO ask for help from your supervisor or another staff member at your service site when in doubt.

DO be punctual and responsible in completing your commitment to the service site.

DO call your site supervisor if you know you will be late or not able to come in at all.

DO keep all information about clients you work with confidential.

DO show respect for your service site, its staff, and its clients.

DO be aware that you are representing your university.

DO know that if you are having trouble at your service site, you can talk with your faculty member about it.

DO sign-in at your service site every time you are there, and record your service hours on your student service log. This will ensure you receive credit for the hours you have served.

DO know that you can request an alternative service site if you are not comfortable with your current site.

DON’T report to your service site under the influence of drugs or alcohol.

DON’T give or loan a client money or other personal belongings.

DON’T make promises or commitments to a client that you cannot keep.

DON’T give a client or community-based organization representative a ride in a personal vehicle.

DON’T tolerate verbal exchange of a sexual nature or engage in behavior that might be perceived as sexual with a client or community-based organization representative.

DON’T tolerate 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.

DON’T engage in any type of business with clients during the term of your service.

DON’T enter into personal relationships with a client or community-based organization representative during the term of your service.

DO know that if you are having trouble at your service site, you can talk with your faculty member about it.