

HILBERTCOLLEGE

Service-Learning Student Responsibilities

- Complete background check (when applicable) and participate in orientation for your service-learning experience.
- Be punctual and responsible in attending and completing your service.
- Call your site supervisor if you know you will be late or can't make your service time.
- Keep all information about the clients you work with and sensitive organizational information confidential.
- Use common sense and conduct yourself in a professional manner at all times.
- Dress appropriately for the activities and clients with whom you are working.
- Notify your professor, Hilbert's Service-Learning Coordinator, or your site supervisor if you have questions, problems or concerns.
- Make sure you know who to contact at the service site and at Hilbert in case of an emergency.
- Abide by the community site's rules, regulations and policies.
- Ask for help from your supervisor or another staff member at your service site when in doubt.
- Show respect for your service site, its staff, and its clients.
- Remember that you are representing Hilbert College.
- Talk to your professor or the Service-Learning Coordinator if you are having trouble at your service site.
- Know that you can request an alternative service site if you are not comfortable with your current site.
- Record your service hours on your student service time sheet and sign in with the agency, if required. Turn your time sheet into your professor at the end of the service or the semester.
- Never report to your service site under the influence or in possession of drugs or alcohol.
- Do not give or loan a client money or other personal belongings.
- Do not use electronic devices, such as iPods and smart phones, or access social networking sites, such as Facebook and Twitter, while at your service site.
- Never make promises or commitments to a client that you cannot keep.
- Do not 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.
- Do not tolerate a 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.

Hilbert College Service Learning
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