GUIDING PRINCIPLES FOR SERVICE-LEARNING STUDENTS

DO participate in orientation for your service-learning experience.
DO make sure you know whom to contact at the site and at the college in case of 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 be able to come 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 college.
DO know that if you are having trouble at your service site, you can talk with the Service-Learning Staff or your faculty member about it.
DO sign in at your service site every time you are there, record your service hours on your Activity & Time Log and have them initialed. 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 clients money or other personal belongings.
DON’T make promises or commitments to clients that you cannot keep.
DON’T give clients or service site representatives 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 clients or service site representatives.
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.

Contact the Service-Learning Center, if you have concerns, difficulties, or feedback about the agency or placement. Please call 661.362-3231 or e-mail Servicelearning@canyons.edu

For questions or assistance, call 661.362-3231 or e-mail servicelearning@canyons.edu. www.canyons.edu/sl