FORMS
SERVICE LEARNING STUDENT HANDBOOK

This packet of resources is designed to prepare you for participating in a service learning course and for serving with a community partner. It is with great hope that you will benefit significantly from this endeavor. Described below are the forms required for participation.

1. Background Check

As a student seeking to offer your volunteer services with a local agency or school, you may be told that you need to have a background check (sometimes called a police check). In such cases, you should inform your classroom instructor (if she/he is not already aware).

2. Service Learning Plan and Agreement (double-sided)

The intention is to make certain that all stakeholders are aware of what specifically will be expected and accomplished for the time committed.

What you need to do: Complete with your site supervisor and return this form to your instructor before you begin your service experience.

3. Service Learning Hours Form

This form is recommended as a resource for your purposes.

What you need to do: Complete throughout the course and return to your instructor.

Please contact your instructor with specific questions.
SERVICE LEARNING PLAN

Student’s last name: __________________________ First name: ________________
Phone number: ____________________________ Cell phone number: ________________
E-mail address: ______________________________
Best time to be contacted: ________________________________
Local address: Street: __________________________ City: __________ State: __________ Zip: __________
Student’s signature: ________________________________

Professor’s Name: ________________________________
Course title and number: __________________________ Quarter/year: __________
Professor’s signature: ________________________________
Agency/school name: ________________________________
Agency address: ________________________________

Supervisor’s name at placement site: ________________________________
Phone number: ____________________________ Cell phone number: ________________
Best time to contact: ________________________________
E-mail address: ________________________________
Supervisor’s signature: ________________________________
Supervisor’s alternate to be contacted: ________________________________
Phone number: ____________________________
E-mail: ________________________________

Service start date: ________________ Service end date: ________________
Days/hours of service: ________________ Hours per week: ________________
Description of Service: ________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________

Learning Objectives: How will you connect the course’s subject content with the service goals?
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________

Evaluation: (what evidence will you provide your professor to document achievement of these objectives (e.g., report, annotated bibliography of research, summary of research, reflective journals, oral histories, etc.)?
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
STUDENT CONTRACT FOR SERVICE LEARNING AND COMMUNITY ENGAGEMENT

Students must demonstrate professional behavior when representing UC in a community Service Learning opportunity. This document spells out a student’s responsibilities in a service learning course, in the hopes that adherence to them will improve the opportunity to learn. (Adapted with permission of Northern Kentucky University)

Students in this service learning course are required to:
1) Know, adhere and show respect for relevant rules, policies and procedures at their community service site.
2) Communicate with the site’s personnel in a professional, tactful manner. This includes • conforming to the dress and behavior requirements, • exhibiting an ethical sense of confidentiality in dealing with clients and employees, and • treating their site’s employees, clients and visitors with respect.
3) Assume responsibility for the care of all resources provided by the community site or UC.
4) Meet all responsibilities promptly and display a willingness to accept additional responsibilities.
5) Maintain a professional demeanor at all times
6) Be present at the site when expected. Advance notification to the site and the professor is required if the student cannot attend the site at the scheduled time.
7) Confirm the services time and locations well in advance of the scheduled time.
8) Make necessary adjustments to their own workload and courses to accommodate the additional time that service learning requires
9) Promote positive resolution to all conflict
10) Be open to constructive criticism offered by people at the site and the professor
11) Abide by all policies and procedures in the University of Cincinnati’s Code of Conduct http://www.uc.edu/conduct/Code_of_Conduct.html
12) Ask questions, seek help, and volunteer to help at the site. There is always something to do in a community Service Learning site.

Students must also meet all the requirements imposed upon them by the service site.

Please answer the following questions:

Have you ever been charged with a crime? ___ yes ___ no
Please describe, including the location and date.

Have you ever been convicted of a crime? ___ yes ___ No
Please describe, including the location and date.

I agree to abide by the policies and procedures as outlined in the Service Learning Handbook. I further agree that all documentation submitted is accurate to the best of my knowledge.

Student Signature  _____________________________________
Date________________________


GUIDING PRINCIPLES TO REDUCE RISK IN SERVICE LEARNING
(reprinted with permission from California State University)

The following guiding principles are considered best practices throughout the field and apply to all the parties involved in service learning experiences: service learning staff, faculty members, community based organizations and service learning students. Since each service learning course is different, these guidelines are not intended to be all encompassing. However, these do’s and don’ts apply to most situations. The intent of these guidelines is not to prohibit service learning experiences, but rather, to provide best practices that allow for safe and positive service environments where the risk and liability have been minimized.

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’s representative during the term of your service.

DO know that if you are having trouble at your service site, you should talk with a faculty member.
# Student Tracking Sheet

Student Name: ___________________________  Course: _______________________

Student Phone: _________________________  ______________

Term: _________________________________  Professor: _______________________

In case of emergency, contact: ________________________________

Community Organization: ________________________________

Supervisor Name: ________________________

Supervisor Phone: ________________________  Supervisor Email: ________________

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Total Hours: ______

My signature affirms the documented total hours and the successful completion of service. Comments may be recorded on back. Additional evaluation or letters are invited.

Student: ___________________________  Supervisor: _______________________