**RIGHTS AND RESPONSIBILITIES AS A VOLUNTEER**

**Rights:**
- To be treated as a co-worker.
- To be carefully interviewed and carefully assigned.
- To know as much as possible about the community partner.
- To receive orientation, training and ongoing supervision for the job expected.
- To receive sound guidance and direction.
- To have a variety of field experiences.
- To pursue leadership roles.
- To voice opinions and have ideas included in the planning of programs.
- To do meaningful and satisfying work.
- To be evaluated and to receive letters of recommendation based on service completed.

**Responsibilities and Commitment:**
- Treat your Service Learning assignment like a job:
  - Be prompt for your interview/orientation.
  - Set up a schedule and stick to it.
  - Call your supervisor ahead of time if you can't attend and arrange to make up the missed hours.
  - Do a good job.
- To be open and honest at your site from the beginning.
- To understand commitments of time and tasks and to fulfill them.
- To participate in evaluation when asked to do so.
- To share thoughts and feelings with staff, including making your learning objectives clear to the people with whom you'll be working.
- To respect confidentiality (while at the site, in discussions with friends, etc.)
- To seek honest feedback.
- To serve as ambassadors of goodwill for the project.
- To be effective advocates for change when it is needed.
- To enter into service with enthusiasm and commitment.
- To maintain professionalism (observe dress code, avoid gossip, use appropriate language, etc)
- Waiting to the end of the term and then complaining about your placement is unacceptable!
- When in doubt, seek advice
- If you drop the class or stop doing your service for any reason, please inform the agency.