SUGGESTIONS FOR SERVICE LEARNING STUDENTS

Please keep in mind that you will be representing UC while performing service learning at your chosen site. Your dependability, conscientiousness and cooperative attitude can make you a very positive ambassador for promoting good relations between the college and the community. Have fun and get the most out of your experience!

- Meet with the person who will serve as your community service site supervisor. Together, complete the "Service Learning Plan and Contract." Return the agreement to your instructor.

- Ask your supervisor about any rules or regulations regarding the agency of which you need to be aware.

- Make sure you have transportation arranged for the days/times you will be going to the service site.

- Think of your service learning assignment as you would a regular job. Arrive on time and be prepared to work (i.e., wear appropriate clothing). If for some reason you are unable to be on time or unable to go at all, notify the site supervisor as much in advance as possible.

- When in doubt about what you are to do, ask the site supervisor directly for clarification.

- Fill out the "Service Learning Hour Report" at the end of each service day and have your site supervisor initial it.

- If any problems or concerns emerge as you perform your service duties, be sure to discuss them with your site supervisor or course instructor.

- If you need additional assistance, contact Michael Sharp at 556-1533 or sharpmj@uc.edu and/or speak to your professor.

- If you have any concerns during your service, talk to your supervisor openly and honestly to resolve the problem.