



Service Learning Etiquette

Service Learning Etiquette:

As you have the opportunity to serve on campus and in the community, we ask you to please remember that you are representing Coastal Carolina University. With that being said, please read and initial at each of the bullet points.

Relationships with Community Partner Representative(s) and Clients

___ I will treat everyone I meet with consideration, respect, and dignity as I am a representative of Coastal Carolina University.

___ When in doubt, I will ask questions to my community partner.

___ I will address issues or conflicts during my service experience immediately to the community partner representative and/or the appropriate CCU representative.

___ I will report any emergencies to the community partner representative.

___ I will notify the community partner representative on any medical conditions before I start to work.

___ I will be patient, flexible, and respectful of the community partners' culture and approach to their work.

___ I will work diligently, with integrity and professionalism at all times, which includes presenting myself professionally (hygiene, dress, punctuality), meeting deadlines and being open to supervision and feedback, which will facilitate learning and personal growth.

___ I will not offer rides in my personal vehicle to community partners and/or clients.

___ I will remember to say "Please" and "Thank you."

___ I will not consume alcohol and/or other drugs before or during my service learning assignment.

___ I will not make promises I and/or the agencies cannot keep.

___ I will stay positive and optimistic.

Attendance

___ I will be punctual. If I am running late to anything, I will take full responsibility and let the community partner representative know that I will be there shortly.

___ I understand that my community partner representative has multiple priorities, and I need to adapt and be flexible with their time and schedule.

___ I will turn in projects, paperwork, etc. in a timely manner to my community partner. I will not wait until the last minute to request signatures, verification of service hours, etc.

Social Media, Privacy, and Confidentiality

____ I will ask about client privacy, confidentiality, and privacy of information at the agency.

____ I will limit my cell phone and smart device usage while serving.

____ I will not post or tag my community partner in any private social media posts.

____ I will not add clients or children that my community partner works with to my social media accounts.

Thank you so much for serving with our community. We hope you enjoy serving!

Please sign below indicating that you have read and understand all of the guidelines.

Print Name: _____

Signature: _____

Date: _____

Please return this form to your service learning professor prior to starting your service learning experience.

Faculty Name: _____

Faculty Signature: _____

Date: _____