

STUDENT SERVICE-LEARNING CONTRACT

1. The student will complete the RELEASE AND INDEMNIFICATION AGREEMENT FORM and turn it in to the Center for Community Engagement (CCE) before starting the program.
2. The student will follow the site selection process as outlined at the classroom presentation and/or training.
3. The student will take their TIME SHEET to each day of service and get this sheet signed by the Supervisor or Instructor at the site.
4. In the event that a student cannot attend a scheduled service time, the UTEP student will communicate this change to the Site Supervisor and/or CCE well in advance (at least two weeks in advance, unless it is an emergency). The student will work out any schedule changes with the site and/or the CCE.
5. If the student fears that he/she will not be able to complete the required service hours before the deadline, the student should contact the CCE as early as possible to explain the situation. The CCE, along with the Professor, may be able to explore possible alternatives; however this is only done in situations where the student is not at fault.
6. If a student confronts a difficulty that she/he is not able to resolve, the student will contact the CCE by email for assistance.
7. To get full credit, the student will complete the required service hours and turn in to the CCE all the required paperwork before the deadline set for his/her participating class. Students will also agree to follow all other program guidelines.
8. In the event that the student stops participating due to an extenuating circumstance, the student has the responsibility to notify the CCE by email.
9. The student will wear appropriate attire to the site AT ALL TIMES. Please check with the site supervisor about attire regulations.
10. The student will work in a collaborative manner throughout the program and will show respect to others, just as the student will be respected by others at the site.
11. If the student is to serve at one site for two different Service Learning courses, they will need approval from their professors and must turn in a "Multiple Course Information Form" form to the CCE.
12. To uphold confidentiality, the student agrees to not use any information acquired through the course of this program for personal reasons. Also, the student agrees to not use the community members for any research purposes.
13. The student should understand that by participating in this program, that he/she is representing The University of Texas at El Paso. As such, any conduct or behavior exhibited by the student, while participating, is subject to the policies of The University of Texas at El Paso's Handbook of Operating Procedures and/or the University's disciplinary process. For more information, please visit the UTEP's [Office of Student Conduct and Conflict Resolution](#) webpage and review.

By signing this form, I acknowledge that I have read the above information and fully understand my responsibilities as a student. In the event that I do not fulfill my responsibilities, I understand that I may not receive credit for this program.

Signature: _____ Print Name: _____ Date: _____



THE UNIVERSITY OF TEXAS AT EL PASO
CENTER FOR COMMUNITY ENGAGEMENT

www.utep.edu/cce • ccesl@utep.edu
915-747-7969 • 1514 Hawthorne St.

SERVICE-LEARNING

VOLUNTEERING TIPS

- **Maintain a friendly and upbeat attitude**

Although at times it may be hard to fit service into an already packed student schedule, try your best to leave any outside negativity at the door. Your community patrons will appreciate your assistance even more if you manage to be kind and positive in their time of need.

- **Plan on arriving at least 5-10 minutes early to your site**

You never know when traffic or other outside issues may get in the way of arriving to your destination on time, so it is best to plan ahead. Please research the location of your host site prior to your first serving opportunity, so that you may ensure you arrive on time.

- **Select a program that appeals to your needs and interests**

Our programs are designed to not only aid our community, but to contribute to the education of those involved. Please select a program that you feel will benefit your student experience, and help you grow as an individual.

- **Please keep your UTEP ID on you at all times**

Due to the sensitive nature of some of our host sites, it is highly important that you always carry identification indicating not only who you are, but your status as a UTEP representative. This is crucial in maintaining the privacy and protection of our organization's patrons.

- **Maintain a professional demeanor, and dress appropriately**

As a student representative of the University of Texas at El Paso, it is important that you maintain the high standards of professionalism and accountability that our institution cultivates and expects.

- **Treat patrons with respect and dignity**

Always remember that our community patrons deserve the same level of respect and courtesy that you would expect others to extend to you.

- **Never pass up an opportunity to learn from this experience**

Please remember that this service experience is intended to serve as a learning opportunity for you as a student. If you are tasked with a duty that you are not familiar with, do not hesitate to ask for help and guidance from your host site representatives.

- **Do not overcommit to more service time than you can handle!**

Although you may love your service experience, please do not overcommit your schedule. Both you, and your organization suffer if your time and energy level are spread too thin.

