## STUDENT RESPONSIBILITIES AND GUIDELINES

Student agrees to the following:

**Confidentiality**

I will comply with agency policies, standards and regulations and serve in a professional manner with respect for others, especially with regard to confidentiality. I understand that all activities, in which I am involved as a service-learner, are strictly confidential. I will not release any type of personal information concerning clients of the agency listed above, without written authorization from appropriate persons. Disclosures by the individual can normally be discussed ONLY with my immediate agency supervisor.

When discussing the individual(s) as a part of class discussion or a written assignment centered around the service-learning experience, care must be taken to: change the individual’s name, eliminate identifying characteristics (where parents work, identifiable physical characteristics, where the individual lives, etc.), suppress details about personal information that has been disclosed – for instance, I might state that the individual has a history of abuse by a family member, but details about who, when, and where should be kept confidential. If I plan to use photography, I will speak to the site supervisor for permission.

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Adapted with permission from the University of New Haven
Service Hours and Placement

I will complete the service assignment to which I have made a commitment and will be on time or call the agency if I anticipate lateness or cannot attend due to illness or emergency. I will contact my professor if I have concerns, difficulties and/or feedback about this agency or placement.

I will comply with student expectations at all times including:

- I will follow and comply with the Board of Trustees Policy on Student Conduct.
- I will follow all rules and/or guidelines of the agency I am serving.
- I will respect confidentiality.
- I will use appropriate language at all times.
- I will dress appropriately at all times.
- I will maintain regular, punctual attendance at this site.
- I will not perform service under the influence of illegal substances.
- I will not have contact with agency clientele outside the service setting (with the exception of a scheduled visit to TRCC planned by your instructor).
- I will not carry a weapon or threaten another person with a weapon, bodily force or language.
- I will not have contact with anyone in the service setting in a harmful manner.
- I will inform the agency representative of problems that occur while I am performing service and also inform my professor.
- I will keep an honest and detailed record of service hours and activities completed.

Student Signature ____________________________ Date ________________

Parent or Guardian Signature _________________________ Date ________________

(for students under the age of 18)