

## CONTACT INFORMATION

Student Name:	
Student ID Number:	
Address:	
Primary Phone Number:	This number calls my (circle one): Cell Home Work
Secondary Phone Number:	This number calls my (circle one): Cell Home Work
Email Address:	
Date of Birth:	
Course Name:	Section Number:
Instructor's Name:	
Primary Emergency Contact:	Relation:
Primary Emergency Contact's Phone Number:	
Secondary Emergency Contact:	Relation:
Secondary Emergency Contact's Phone Number:	

## 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.

*Over Please...*

## 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)