

ETHICS & COMMITMENTS FOR SERVICE LEARNING

Your service learning project entails important responsibilities. You have committed to fulfilling those responsibilities as you provide needed services to area residents. The following ethics and commitments are guidelines for assuring that you have a productive and positive experience and that the CU Service Learning Program accomplishes its stated goals on behalf of those you serve. In the course of your service learning activities, remember that a responsible investment of your time and talent is greatly appreciated by the community and reflects well on the University of Colorado as a whole.

AS A CU REPRESENTATIVE:

- I agree to **conduct myself with integrity** at all times. This includes being honest and showing respect for individuals and their property.
- I will **show respect for all human beings** that I encounter in this capacity. While I am not responsible for another individual's self-esteem, I am committed to interactions that are positive and intended to enhance another individual's self-worth.
- I acknowledge that I am not perfect, yet I am committing time to improve the lives of others. I understand that I am neither responsible for their present situation nor am I capable of solving of their problems. I will **do my very best to serve the need to which I have been assigned** and will take satisfaction in knowing that my efforts (however small) are appreciated and have made someone's situation better.

RESPONSIBILITY:

It is important that CU students responsibly carry out all assigned tasks and duties related to their service learning activities. If you agree to be somewhere or to do something, follow through. The people and the agency you serve are relying on you. Emergencies may arise that may prevent you from meeting an obligation, but you must make every effort possible to notify your work site supervisor (and client, if appropriate) as soon as possible. Please carefully plan your time so that your various responsibilities do not conflict.

COMMITMENT AND FOLLOW THROUGH:

Establish a regular schedule with your agency site supervisor and stick to it! The clients may benefit little or may even be negatively affected if you are inconsistent in your participation. The agencies you work for are aware of the fact that you are a student and they do make an effort to work with your schedule when possible. Please also discuss with them your schedule during breaks and holidays. You are not expected to participate in service learning activities during official school breaks, but you may do so if you chose.

AGENCY POLICIES AND PROCEDURES:

All CU students should be knowledgeable of and act according to agency policies and procedures. The agency may have an application process. They may ask you for references. You are required to complete their application and referral procedures.

AGENCY TRAINING:

Most agencies will conduct their own training/orientation specific to your duties at the agency. It is crucial that you attend all trainings for your specific learning assignment. Your agency site supervisor will inform you of the time and dates of these training sessions.

CONFIDENTIALITY:

CU students will, at all times, keep confidential all identifying information about the client(s) they serve. This includes names, addresses, phone numbers, personal or family problems, places of employment, living habits and other things

that clients may discuss in front of you. If a situation arises which merits notification of a higher authority, such as suspicion of child abuse, you are to seek assistance from your agency site supervisor.

WHAT TO DO IN THE EVENT OF PROBLEMS:

Should a problem arise between you and the people with whom you are working notify your agency site supervisor as soon as possible. If problems occur with your supervisor, you are unhappy with your service learning assignment, or you are treated unfairly within the agency that you are working, please immediately notify your professor or the Service Learning Coordinator for your course.

SUSPECTED CHILD ABUSE:

Anyone who suspects that a child is being abused or neglected is required by law to report it to the Department of Social Services at (303) 441-1240.

AGREEMENT STATEMENT

I have carefully read and understand the University of Colorado Service Learning Program's Ethics and Commitments statement. I agree to uphold them to the best of my ability and recognize that my actions and attitudes reflect directly upon the university as a whole. If I am unable to uphold this agreement, I understand that my service learning placement will be terminated and the necessary arrangements to change the placement or the resulting grade deductions are my responsibility.

Printed Name: _____ **Date:** _____

Signature: _____

Email Address: _____ **Phone Number:** _____

Name of Spanish Instructor: _____

Agency/School I am working at: _____

Students: Return this form to your instructor

Instructors: Give this form to Karen Gaston Malcolm,

Service Learning Coordinator for Department of Spanish, McKenna 30B, (3-492-2186)