

# *A few things to keep in mind...*

## *your rights as a service-learning volunteer*

- To be assigned to specific, varied and appropriate tasks
- To know as much as possible about agency organization – policy, people, programs, etc.
- To receive training and ongoing supervision of the job expected
- To do meaningful work
- To decline work that does not match your learning objectives
- To be treated as a co-worker
- To be given an opportunity to voice opinions and ideas
- To be given opportunities to explore new areas of interest within the organization
- To be evaluated and to receive feedback from supervisors

## *your responsibilities as a service-learning volunteer*

- To be open and honest with supervisors and sponsoring agency
- To respect confidentiality
- To maintain professionalism: observe dress code, avoid gossip, etc.
- To understand commitments of time and task, and to fulfill them
- To share your learning objectives with people with whom you'll be working
- To seek honest feedback
- To ask questions
- To serve as ambassadors of goodwill for both the project and OCCC
- To participate in evaluation when asked to do so
- To enter into service with enthusiasm and commitment

## *Important Notice to Service-Learning Students*

Students are expected to adhere to the Oklahoma City Community College Student Code of Conduct while completing Service-Learning assignments at community sites and remember that they are representatives of the college.

Students are not permitted to select projects at community sites where they are already employed; nor should they choose sites where they would report to family members or provide service to family members.

OCCC Service-Learning students are not permitted to do independent, unsupervised projects for individuals in their homes. Possible exceptions to this rule would be home visits arranged and supervised by the selected community agency/organization, such as: social services assessment through an agency or hospice visits in a home.

OCCC Service-Learning students are not allowed to plan activities with service recipients beyond the assigned tasks, location, and supervision of the chosen community agency or organization for the duration of the service project.

Service-Learning students may not transport service recipients in their own vehicles. Although discouraged by the OCCC Service-Learning Program, any driving for an agency should be done using agency vehicles, and only after appropriate training and careful attention to and understanding of agency liability limits and your legal responsibilities.

Service-Learning students must observe the confidentiality of the people they meet during the Service-Learning project. While some situations may be covered by legal restrictions, everyone deserves respect. Many Service-Learning students

will be dealing with circumstances which might be awkward, embarrassing, or even dangerous to the individuals involved, if their names were to be used carelessly. Some groups, such as children, have strict protection in this regard.

Papers written in the course of class assignments are not to be published or used outside the campus community, so as not to infringe upon "human subject research" restrictions and guidelines as described/defined/articulated institutionally or federally. To take photographs or videos, students must have written permission by all subjects or their guardians and by the agency.

OCCC Service-Learning students may serve with faith-based community agencies, however students who do not wish to serve with must be given another option for completion of service.