Student Responsibilities, Guidelines, and Restrictions, Service Learning
Austin Community College
An overview of guidelines and restrictions for students performing service in the community as part of a course for which the student is registered at Austin Community College.

1. **Ask for help when in doubt.** Your primary sources for information are your professor, the community agency and the agency's supervisor or volunteer coordinator, and ACC's Service Learning Coordinator.
2. **Be punctual and responsible.** This includes participating in the organization as a reliable, trustworthy and contributing member of the community team. Never make promises or commitments that you cannot keep. Your instructor may require you to keep a record of the time you spend at the community site.
3. **Call if you anticipate being late or absent.** Missing time at your community site is not like missing class. Remember that people at this agency are relying on you. Be respectful of this reliance.
4. **Respect the privacy of all clients.** If you are privy to confidential information with regard to the person with whom you are working, e.g., organizational files, diagnostics, personal stories, etc., you must treat it as privileged information and follow all codes and standards of ethics that apply. Check with your professor and your community agency supervisor about permission and use of information.
5. **Show respect for the community agency or school for whom you work.** Placement within a community organization or school is an educational opportunity and a privilege. As such, you are expected to conduct yourself in a professional and ethical manner by respecting the rights and confidentiality of your supervisor, co-worker(s), and clients.
6. **Be appropriate**. Students are expected to treat their community agency supervisor, co-worker(s) and clients with courtesy and kindness. Be sure to dress according to the standards of the community agency or school and to follow their standards of interaction as well.
7. **Be flexible.** Since the level or intensity of activity at a service site is not always predictable, be ready to adapt to changing situations.

In addition to the above expectations, as a participant in a service learning activity as part of your coursework at Austin Community College, you are responsible for the following restrictions:

- **NEVER** report to your service site under the influence of alcohol or drugs.
- **NEVER** give or loan a client money or other personal belongings.
- **NEVER** make promises or commitments to a client that you cannot keep.
- **NEVER** give a client or agency representative a ride in a personal vehicle.
- **DO NOT** transport a child.
- **NEVER** tolerate a verbal or physical exchange of a sexual nature or engage in behavior, including flirting, that might be perceived as sexual with a client or community organization representative.
- **NEVER** tolerate a verbal exchange or engage in behavior that might be perceived as discriminating against an individual on the basis of age, race, gender, sexual orientation, or ethnicity. Immediately report any discriminating behavior to the agency's supervisor or volunteer coordinator and ACC;s Service Learning Coordinator.

I, _____, have reviewed the above Guidelines and Restrictions, while participating in my Service Learning experience at _____, as part of _____ course at Austin Community College in the _____ semester 20____.

I agree to adhere to the above Guidelines and Restrictions.

_____ _____
Student Signature Date