Rights & Responsibilities

Community Partner

- The Community Partner (CP) will provide orientation about the agency including relevant issues and insights into populations it serves.
- The CP will provide students with a description of the volunteer position outlining expectations and give training if necessary for the specific assignment.
- The CP will provide necessary space, equipment and materials for the student to function effectively in the position. They may also be asked to keep a record of student hours. The student service assignment should relate to the course learning objectives.
- The CP will be responsible for direct supervision of service learning activities performed for them and should provide a supervisor to guide and evaluate student. If requested, they will submit a brief, written evaluation of student(s) to Meramec. The supervisor will also clarify procedures for the student to report problems, get assistance and to make suggestions regarding their service.
- Clear risk-management and personnel policies and procedures should be in place and included in student training. The CP will also be responsible for the safety of students while on the CP’s premises. We recommend that the CP have volunteer accident and liability coverage. *(Students cannot be involved in transporting CP clients.)*
- The CP will notify the student and/or instructor of any concerns or changes.
- The CP may terminate from service any student as necessary and agrees to contact the Meramec Service Learning Office or the instructor to explain such termination.

STLCC-Meramec, Department of Service Learning & Civic Engagement

- Meramec will provide student(s) to the Community Partner (CP) for specific service learning assignments.
- Meramec will provide a standard form to be used for confirming student’s service learning hours if requested by their instructor.

STLCC Instructor

- The instructor and CP will jointly create the schedule of service.
- The instructor will approve the service learning opportunity and in some cases provide written learning objectives for the student to take to the site.
- Before the service begins, the instructor will orient students to the purposes of service learning, the connection of the service to the course and stress the importance of commitment and respect at the service site.
- The instructor will encourage students to find a placement at the beginning of the semester and to be pro-active in securing their site.
• To foster a solid service learning experience, the instructor will provide opportunities for students to reflect on their service and integrate it with the course.

• The instructor will notify the student and/or the CP site supervisor of any concerns or changes.

Students

• Students will take seriously their service to the CP and put their best effort forward. They are responsible for their service hours and will call ahead if they will be late or unable to attend a scheduled service shift.

• Students will follow all policies of the site, including health and safety precautions and confidentiality.
  o Do not go beyond the scope of assigned responsibilities. Use judgment and refuse risky or inappropriate requests or situations
  o Do no work in a room alone with a child or other client or transport a child or client.
  o Do follow all confidentiality and reporting policies at the site.
  o We recommend that students carry health, accident and auto insurance, as they are not covered under any college insurance policy.

• Students will inform the supervisor of the learning objectives for the service learning course in order to be placed in a service experience that connects with the course.

• The student will notify the supervisor and/or instructor of any concerns or changes.

No student will be denied service learning opportunities or subjected to different treatment under this agreement on the grounds of race, color, religion, sex, national origin, ancestry, age, disability, sexual orientation, or veteran status.

Service learning students will not work with political organizations or elected officials on partisan efforts with the exception of working as a Poll Workers during elections, will not engage in any religious activities to promote a particular religions viewpoint, and will not work for or against unions or be utilized to provide replacement services during a work stoppage.

Students are engaged in a learning experience, and serve as uncompensated volunteers to CP.

Students may not displace paid workers or duplicate work, which causes individuals to become unemployed.