**ST. JOHN FISHER COLLEGE COMMUNITY-ENGAGED LEARNING**

**STUDENT AGREEMENT AND PERMISSION FORM**

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-Mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Course: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Semester: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cell Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Student Agreement**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ agree to the following as a participant of community-based learning at St. John Fisher College:

• I understand the responsibilities of my service project, deadlines, and related course assignments. I will be graded on the learning outcomes and not for service hours.

• I acknowledge that there are inherent risks in service-learning. I have been provided with information on the challenges and opportunities of the service site and understand common sense safety standards.

• I have been given professional behavior and expectations information provided in the Introduction to Community-Engaged Learning presentation. I agree to behave in a professional and courteous manner and abide by the site’s policies and rules which include avoiding use of electronic devices except for emergency situations, dressing in a professional manner, and maintaining confidence of information about the agency.

• I agree to communicate with my supervisor, course instructor and/or Dr. Lynn Donahue, Director, Center for Service-Learning and Civic Engagement, any concerns or questions I have about the CEL assignment. An alternative site can be made available if necessary.

• I understand that the course instructor and agency reserves the right to terminate my CEL work in cases of negligence or harm.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Permission to Use Photographs and/or Video**

I grant to St. John Fisher College the right to take photographs or video of me in connection with my CEL work. I authorize St. John Fisher College to use and publish photographs, with or without my name, for lawful purposes for advertising, evaluation, or other publications in print and/or electronically.

I have read and understand the above:

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Permission to Use Student Work**

I authorize St. John Fisher College to use and publish copies of my course work related to my CEL assignment (reflections, final products, Power Points, class evaluations), without my name, for advertising, evaluation, or other publications in print and/or electronically.

I have read and understand the above:

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Emergency Contact**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Relationships: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please return to Dr. Lynn Donahue; Institute for Civic and Community Engagement; Library 104; 385-7342; ldonahue@sjfc.edu

**TIPS FOR SUCCESS AND SAFETY**

**#1: Create a Quality Product or Service**

* Learn about needs of your community partner and be flexible – sometimes your ideas need to be changed to better meet community partners’ needs.
* Do your best work. Make a good first impression by knowing the project guidelines well and communicating this to your partner during your first meetings.

**#2: Be On Time and Reliable**

* Your community partner relies on you to be there at the agreed time and counts on you to complete your project. It’s crucial that you follow your pre-established work schedule.
* If you need to be late or miss a work date, please notify your partner.

**#3: Use Professional Verbal and Nonverbal Communication**

* When arranging a meeting, call or e-mail with enough lead time. If your partner contacts you, return communication promptly.
* If you have questions, ask.
* Good eye contact and strong hand shake conveys confidence. Dress appropriately. You are a representative of Fisher.

**#4: Follow the Agency’s Expectations and Professional Practices**

* Use formal names unless told otherwise.
* Avoid gossip and protect your own and others’ privacy and confidentiality.
* Never engage in, or tolerate from others, verbal exchanges or behavior that may be perceived as discriminatory or sexual.
* Keep your cell phone away at all times unless there’s an emergency.

**#5: Maintain Safety On-site**

* Students must report to their community contact any suspected abuse when they have reasonable cause to suspect that a child is a victim of child abuse.
* For personal safety, don’t give a client a ride in a personal vehicle, give or loan clients’ money, share too much personal information, and visit people in their homes.
* Use adult bathrooms only in schools and after-school programs.
* Find out the procedures for “lock downs” and “shelter-in-place” in case of emergencies.

**#6: Travel Safely**

* Map out your route so you know where you’re going. Find out where to park.
* Use common sense (i.e. keep doors locked). When you can, travel with others.
* If you have any concerns, please let your supervisor or instructor know.

**#7: Reduce Barriers, Challenge Yourself and Have Fun**

* When you enter the community, ignore stereotypes of community, be open minded, and be positive. You will reduce barriers and increase understanding.
* Take advantage of this opportunity to learn about your community, test out potential career options, gain new networking contacts, and learn new things about yourself.