

## Service-Learning Responsibilities

<b>Student Name:</b>	<b>EMPLID:</b>
<b>SL Course &amp; Semester:</b>	<b>SL Course Instructor:</b>

**The student agrees:**

- To be punctual and to report at the scheduled times for his/her volunteer activity, and to notify their agency representative if they are going to be late or absent.
- To be courteous, respectful, and considerate of agency clients, staff, and fellow volunteer participants.
- To consider all information about clients to be confidential.
- To notify the agency representative/site supervisor of any problems, emergencies, safety hazards, concerns, or constructive suggestions they may have regarding the service assignments.
- To work diligently and complete all assignments related to the service-learning course/project in a quality and timely manner.
- To be receptive and respectful of the agency representative/site supervisor.
- To arrange their own transportation to and from the service-learning experience.
- To always remember that they are representing Kingsborough Community College and to act accordingly.
- To follow all COVID-19 mandated guidelines.

**The designated agency staff representative, director, or on-site coordinator/supervisor agrees:**

- To provide a comprehensive orientation to students relative to the overall operations and Mission of the agency, and its role in addressing social issues and needs.
- To designate a qualified, enthusiastic agency representative to supervise the students’ volunteer time, activities, and evaluation.
- To introduce students to appropriate staff and to orientate them to their surroundings, expectations, roles, and assignments.
- To provide adequate and ongoing supervision to the students throughout the course of their appointment/semester.
- To contact Kingsborough’s Service Learning Advisor at [servicelearning@kbcc.cuny.edu](mailto:servicelearning@kbcc.cuny.edu) if a problem arises with a student volunteer’s performance.
- To assist the course instructor in assessing student learning outcomes by completing an evaluation form supplied by the college at the end of the semester which service-learning experience took place.
- To follow all COVID-19 mandated guidelines.

**Student Acknowledgement of Service-Learning Experiences Guidelines**

I have read the above information and any additional information provided by my placement coordinator and/or placement site. I have discussed any potential concerns of my placement with the College’s placement coordinator and I understand that this experience may present some risks. I also understand that prudent choices and exercising caution can minimize these risks. I understand that it is my responsibility to become informed of placement site policies and practices regarding the safety concerns above. I understand that it is my responsibility to notify my Kingsborough Community College Service-Learning Advisor and my on-site supervisor of any incident or situation that may be a cause for concern under these guidelines. I verify that I have health insurance as required by the College, and all immunizations as required by New York State.

\_\_\_\_\_  
Student Name (Signature)

\_\_\_\_\_  
Date