

# Service-Learning at Belmont

## Student Service-Learning Code of Conduct Form

Office of Service-Learning  
Wedgewood Academic Center 1014

Mailing Address:  
1900 Belmont Blvd.  
Nashville, TN 37212

Phone: (615) 460-5431

Fax: (615) 460-460-5539 Email: tim.stewart@belmont.edu  
Director of Service-Learning: Tim Stewart

Your service-learning project entails important responsibilities. You have committed to the University to fulfill those responsibilities as you provide needed services to community members. The ethics and commitments detailed below are guidelines for assuring that you have a productive and positive experience, and that your service-learning project accomplishes its stated goals on behalf of those with whom you will work. In the course of your service-learning activities, remember that a responsible investment of your time and talent reflects on you personally and Belmont as a whole, and is greatly appreciated by the community.

### **As a representative of a Belmont Service-Learning Program..**

- I commit to be free from the influence of drugs and alcohol before arriving at and during my time at my assigned agency.
- I understand that the University will tolerate no illegal actions.
- I realize that the University will accept only those activities performed in accordance with the signed agreement.
- I agree to conduct myself with integrity at all times. This includes being honest and showing respect for the agency, individuals, and their property.
- I agree to show respect for all human beings whom I encounter during my service-learning experience. While I am not responsible for another individual's self-esteem, I am committed to interactions that are positive and intended to enhance another individual's self-worth.
- I acknowledge that I am not perfect, yet I am committing time to try and improve the lives of others. I understand that I am neither responsible for their present situation nor am I capable of solving all their problems. I will do my best to serve the needs to which I have been assigned and will take satisfaction in knowing that my efforts are appreciated and have made another's situation better.

### **Responsibility**

It is important that Belmont students responsibly carry out all assigned tasks and duties related to their service-learning activities. If you agree to be somewhere or to do something, you are expected to follow through. The people and the agency you assist are relying on you. Emergencies may arise that will prevent you from meeting an obligation, but you are expected to make every effort possible to notify your work-site supervisor (and client, if appropriate) as soon as possible. Please carefully plan your time commitment to service-learning so that your other various academic and extra-curricular responsibilities do not conflict.

### **Commitment and Follow Through**

As part of your commitment to this service-learning project you must establish a regular schedule with your agency site supervisor, and stick to it! The clients may benefit little or may even be negatively affected if you are inconsistent in your participation. The agencies you work for are aware of the fact that you are a student and they will make an effort to work with your schedule when possible. You are expected to discuss with them any modification needed for your schedule during upcoming breaks and/or holidays. You are not expected to participate in service-learning activities during official school breaks or final exam week.

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### **Agreement Statement**

**I have carefully read and understand this Ethics and Commitments statement. I agree to uphold them to the best of my ability and recognize that my actions and attitude reflect directly upon my institution and me.**

Printed Name \_\_\_\_\_ Today's Date \_\_\_\_\_

Signature \_\_\_\_\_

Course \_\_\_\_\_ Term \_\_\_\_\_ Year \_\_\_\_\_

**\*\*Please detach and return this form to your instructor.\*\***

### **Agency Policies and Procedures**

All students from Belmont service-learning projects are expected to become knowledgeable of and act according to agency policies and procedures. If you have questions regarding these policies, please ask your site supervisor.

### **Agency Training**

Many agencies provide, and some require, training for volunteers. This should include general information about the agency and its clientele as well as your specific duties. It is critical that you attend all training that is offered. Please make sure that your agency's site supervisor informs you of the date and time of the training.

### **Confidentiality**

As part of your commitment to the service-learning project you will, at all times, keep confidential all identifying information about your clients. This includes names, addresses, phone numbers, place of employment, living habits, personal and/or family problems, and other things that clients may discuss with or in front of you. If a situation arises which merits notification of a higher authority, such as suspicion of child abuse, you are to immediately notify your site supervisor.

If you are discussing your client in a journal entry or paper, please use the most general terms and descriptions possible, while still expressing your point. Please be sure to obtain a photo release from your subjects (or their parent/guardian if they are under 18) if you will be using the photo for your class. A copy of the photo release can be obtained at <http://www.belmont.edu/sl/service-learning%20resources/index.html>. For further guidance on this topic, please see your instructor, site supervisor, or contact the Office of Service-Learning, 615-460-5431.

### **What To Do In The Event Of Problems**

Should a problem arise between you and your client (s), notify the agency site supervisor immediately. If problems occur with your site supervisor, you are unhappy with your service-learning assignment, or you feel you are treated unfairly within the agency that you are working, please immediately notify your instructor or Tim Stewart, Director of Service-Learning, at 615-460-5431.

### **Transportation**

In most cases, transportation to and from the service-learning site will be the students' responsibility. By agreeing to provide transportation to other students you are taking on the responsibility of transporting them to and from the service-learning site safely. Please take all necessary precautions.

If the institution provides transportation, only certified drivers may be used.

### **Commitment**

I agree to commit \_\_\_\_\_ hours per (week or term) to working at \_\_\_\_\_

My tasks during this time will be limited to \_\_\_\_\_