



Ethics and Commitments for Service-Learning

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Your service-learning project entails important responsibilities. You have committed to fulfilling those responsibilities as you provide needed services to area residents. The following ethics and commitments are guidelines for assuring that you have a productive and positive experience, and that CLS accomplishes its stated goals on behalf of those you serve. In the course of your service-learning activities, remember that a responsible investment of your time and talent is greatly appreciated by the community and reflects well on University of Florida as a whole.

AS AN ACT REPRESENTATIVE...

- I commit to be **drug and alcohol free** prior to and during my service-learning project.
- I agree to **conduct myself with integrity** at all times. This includes being honest and showing respect for individuals and their property.
- I will **show respect for all human beings** that I encounter in this capacity. 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 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 need to which I have been assigned** and will take satisfaction in knowing that my efforts (however small) are appreciated and have made someone's situation better.

RESPONSIBILITY

It is important that UF 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, follow through. The people and the agency you serve are relying on you. Emergencies may arise that will prevent you from meeting an obligation, but you must make every effort possible to notify your work site supervisor (and client, if appropriate) as soon as possible. Please carefully plan your time so that your various responsibilities do not conflict.

COMMITMENT AND FOLLOW THROUGH

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 do make an effort to work with your schedule when possible. Please also discuss with them your schedule during breaks and holidays. You are not expected to participate in service-learning activities during official school breaks, but may do so if you choose.

AGENCY POLICIES AND PROCEDURES

All UF students should be knowledgeable of and act according to agency policies and procedures. If these policies and procedures are not specified or clearly stated, please ask your agency site supervisor.

AGENCY TRAINING

Most agencies will conduct their own training/orientation specific to your duties at the agency. It is crucial that you attend all training for your specific service-learning assignment. Your agency site supervisor will inform you of the time and dates of these training sessions.

Please Be Sure to READ & SIGN the Back of this Form

CONFIDENTIALITY

UF students will, at all times, keep confidential all identifying information about the client(s) they serve. This includes names, addresses, phone numbers, personal or family problems, places of employment, living habits, 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 seek assistance from your agency site supervisor.

WHAT TO DO IN THE EVENT OF PROBLEMS

Should a problem arise between you and the people with whom you are working, notify your agency site supervisor as soon as possible. If problems occur with your supervisor, you are unhappy with your service-learning assignment, or you are treated unfairly within the agency that you are working, please immediately notify your professor or CLS Service-Learning Branch, at 352-392-1261 ext 4.

SUSPECTED CHILD ABUSE

Anyone who suspects that a child is being abused or neglected is required by law to report it to 1-800-96-Abuse.

AGREEMENT STATEMENT

I have carefully read and understand the CLS 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 CLS and University of Florida as a whole.

Student's Printed Name _____ Date _____

Signature _____

Name of Agency: _____

Signature of Agency Representative: _____