Kernodle Center for Service-Learning
Ethics and Commitments for Service Contract

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 the Kernodle Center 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 Elon University as a whole.

AS A KERNODLE CENTER 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 understand that I am not only serving the community but the community is serving me by investing valuable resources in my learning.

• 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, COMMITMENT, & FOLLOW THROUGH
It is important that Elon students be punctual and 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. Please do not make promises that you cannot keep! 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.

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.

DRESS & ACT APPROPRIATELY
You are in a work situation and are expected to treat your supervisor and others with courtesy and kindness. Dress comfortably, neatly, and appropriately (check with your site for their conduct and dress codes). Use formal names unless instructed otherwise. Set a positive standard for other students to follow!

BE FLEXIBLE
The level or intensity of activity at a service site is not always predictable, but maintaining a positive attitude is your best line of defense! Please be flexible as sometimes you will be asked to do something that is not part of your “regular duties,” but often helps to advance the goals of the agency. Your flexibility to changing situations can assist the partnership in working smoothly and producing positive outcomes for everyone involved.

Please turn page over for more information
AGENCY POLICIES AND PROCEDURES
All Elon students should be knowledgeable of and act according to agency rules, policies, protocols, procedures, and expectations. If these policies and procedures are not specified or clearly stated, please ask your agency site supervisor. Also, familiarize yourself with the workings of the site/agency, as well as people, places, and things that can assist you in the case that an emergency arises.

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 see your site supervisor immediately if you encounter difficult or uncomfortable situations.

CONFIDENTIALITY
Elon 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. Please use pseudonyms if referring to the people you have served within your course assignments, presentations, or discussions.

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 Jenny Trimble at 278-7250 or jtrimble@elon.edu

SUSPECTED CHILD ABUSE
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. Anyone who suspects that a child is being abused or neglected is required by law to report it to the Department of Social Services at 570-6532.

AGREEMENT STATEMENT
I have carefully read and understand the Kernodle Center for Service Learning’s 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 the Kernodle Center and Elon University as a whole.

Printed Name
_______________________________________________________________________________________
Date__________________________________________
Signature_____________________________________________________________________________________

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