Student Service-learning Contract

1. The student will complete the **RELEASE AND INDEMNIFICATION AGREEMENT FORM** and turn it in to the Center for Civic Engagement (CCE) before starting the program.

2. The student will follow the site selection process as outlined at the classroom presentation and/or training.

3. The student will take their **TIME SHEET** to each day of service and get this sheet signed by the Supervisor or Instructor at the site.

4. In the event that a student **cannot attend** a scheduled service time, the UTEP student will communicate this change to the Site Supervisor and/or CCE **well in advance** (at least two weeks in advance, unless it is an emergency). The student will work out any schedule changes with the site and/or the CCE.

5. If the student fears that he/she will not be able to complete the required service hours before the deadline, the student should contact the CCE as early as possible to explain the situation. The CCE, along with the Professor, may be able to explore possible alternatives; however this is only done in situations where the student is not at fault.

6. If a student confronts a difficulty that she/he is not able to resolve, the student will contact the CCE by email for assistance.

7. To get full credit, the student will complete the required service hours and turn in to the CCE all the required paperwork **before** the deadline set for his/her participating class. Students will also agree to follow all other program guidelines.

8. In the event that the student stops participating due to an extenuating circumstance, the student has the responsibility to notify the CCE by email.

9. The student will wear appropriate attire to the site AT ALLTIMES. Please check with the site supervisor about attire regulations.

10. The student will work in a collaborative manner throughout the program and will show respect to others, just as the student will be respected by others at the site.

11. To uphold confidentiality, the student agrees to not use any information acquired through the course of this program for personal reasons. Also, the student agrees to not use the community members for any research purposes.

12. The student should understand that by participating in this program, that he/she is representing The University of Texas at El Paso. As such, any conduct or behavior exhibited by the student, while participating, is subject to the policies of The University of Texas at El Paso’s Handbook of Operating Procedures and/or the University’s disciplinary process. For more information, please visit the UTEP’s **Office of Student Conduct and Conflict Resolution** webpage and review “Student Conduct and Discipline” of Handbook of Operating Procedures located in the student affairs tab.

By signing this form, I acknowledge that I have read the above information and fully understand my responsibilities as a student. In the event that I do not fulfill my responsibilities, I understand that I may not receive credit for this program.

Signature: ___________________________ Print Name: ______________________ Date: ______________

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