

Community-Engagement Syllabus Supplement

The Center for Citizenship and Community (CCC) has developed this set of guidelines for all ICR, service-learning, and community-engagement classes across the university curriculum. These guidelines were established to create structured rules for all students to follow as well as to promote exceptional learning. The CCC would like to remind students that **Butler University expects that its students will conduct themselves in a professional and respectful manner at all times, both when interacting within the university community and when representing the university in the broader community.**

<i>Criteria</i>	<i>DO</i>	<i>DO NOT</i>
On-Site Requirements before providing service	Find out from ACE or site staff (if no ACE) what the requirements are of your site before you start (e.g. background checks, TB tests, etc.).	Do not show up to your site without necessary paperwork and tests completed.
Dress Code	Dress appropriately according to site guidelines. Dressing modestly is always appropriate.	Do not wear short shorts, low-cut tops, graphic tees with inappropriate sayings, jeans with holes in them, etc.
Electronic devices	Put them away at your community site as they serve only as a distraction from learning.	Do not use any sort of electronic devices in a personal manner, including but not limited to cell phones, Ipods, laptops, etc.
Attendance	Show up to all times and events to which you have committed AND be on time. Regularly scheduled times are a commitment.	DO NOT FAIL TO SHOW UP! This reflects badly on you and on Butler University. There will be consequences for inadequate attendance.
Confidentiality	Maintain confidentiality and discuss confidential matters only with appropriate parties (e.g. site staff, ACE, or professor).	Do not talk about private matters with others that are not directly involved with your site (e.g. friends, family, etc.).
Transportation	Arrange transportation ahead of time. You are responsible for your own transportation.	Do not fail to go to your site because you weren't responsible for your own transportation.
Taking Directions	Take any directions given to you by administrators of your site or ACE of site. Be respectful to EVERYONE that you are working with.	Do not disrespect your ACE or any members of your site, including other volunteers! This will result in severe consequences.
Documentation	Document all of your service learning hours according to class-specific instructions.	Do not forget to take any required forms to every visit.

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Communication	Reply to all emails from ACE(s) within one day. Communicate with the ACE of your site if any problems occur. The ACE's are here to help!	DO NOT IGNORE YOUR ACE'S EMAILS. Do not communicate with the site via email or phone without informing your ACE about it first.
Behavior while providing service	Be alert, respectful, interested, and active when interacting with the people of your site. Follow all rules in place at your site.	Do not be timid, shy, attempt to sleep, look disinterested, or break any rules of your site. You will learn best from actually interacting.
Relationship with clients at your site	Develop a positive relationship with the clients from whom you are learning. Keep relationships professional, while still being open to learning.	Do not make any negative comments about anyone at your site. Do not develop a deeply personal relationship with clients at your site. E.g. do NOT become Facebook® friends with children at your site.
Final Outcome/report	Follow syllabus guidelines.	Do not turn in your hard copy forms without completing the required assignment

Frequently Asked Questions:

- **How far in advance do I need to notify the ACE that I will not be able to be on site when I am scheduled to be there?**—It is important to notify the ACE that you will be unable to be on site at your scheduled time as soon as you can. The more notice you can give, the better. We understand that emergencies do occur, but please keep in mind that there are very few acceptable reasons for not being able to be on site when you are scheduled.
- **What happens if I don't show up to my site when I am scheduled to be there?**—If you are not going to be able to be on site when you are scheduled, it is critical that you contact your ACE in advance. If you do not show up to your site when you are scheduled, your participation in service-learning may be terminated. This decision will be up to the ACE for the site and your professor.
- **What should I do if I am having trouble finding transportation to the site?**—Finding transportation to the site is your responsibility, but if you are having trouble contact the ACE. The ACE may be able to pair you with another student at your site who can provide you with transportation.
- **Is there a timeline by which I should complete my hours, or do I just need to have all 20 hours done by the end of the semester?**—There is more to service-learning than just completing the 20 hours; sustained commitment throughout the semester is necessary. Your professor or the ACE for your specific site may have specific requirements for a timeline to complete hours.

Policy on Attendance:

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 the ACE or work-site supervisor 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. Failure to plan is not an acceptable excuse for being absent from service-learning. If your professors would not accept your reason as an excuse for not completing another assignment, it is probably not an acceptable excuse for service-learning either. For example, would your professor accept the excuse of a sorority/fraternity activity for not completing a paper on time? The answer is no. Similarly, this will not be accepted for service-learning.**