I,__________________________________________________, will act responsibly during the completion of the service-learning activity in my Wright State University course. Though I am not employed by the agency/community site nor by Wright State University, during the hours of my scheduled service-learning activity, I agree to meet the following conditions:

☐ I will conduct my service-learning activities at the agency/community site, under the supervision of the designated staff member or volunteer and will accept supervision graciously.

☐ I will comply with all school and agency/community site rules, regulations, policies, and procedures, including a possible criminal background check.

☐ I will keep confidential all information concerning clients, employees, and organizational files and projects as directed by my community site supervisor.

☐ I will be punctual and conscientious in my attendance for the time of my service-learning activity and will notify my supervisor or the agency/community site in advance if I am unable to participate as scheduled.

☐ I will conduct myself with dignity, courtesy, and respect toward my sponsoring organization and its staff, volunteers and clients.

☐ I will make my work at the agency/community site the highest quality.

☐ I will notify my instructor of any problems, emergencies, safety hazards, concerns, or suggestions regarding my service-learning activities or community site.

☐ I will complete all assignments related to my service-learning activity.

☐ I will arrange my own transportation to and from the service-learning site.

☐ I will extend to the agency/community site the professional courtesy of reviewing any material related to my service-learning activity that is planned for formal publication or presentation. This courtesy does not include informal class discussion or written assignments that only the faculty member will read.

Print Name ________________________________________________________________

Student Signature ____________________________________________________________

Date ______________________________________________________________________

Course_________________________________ Instructor__________________________