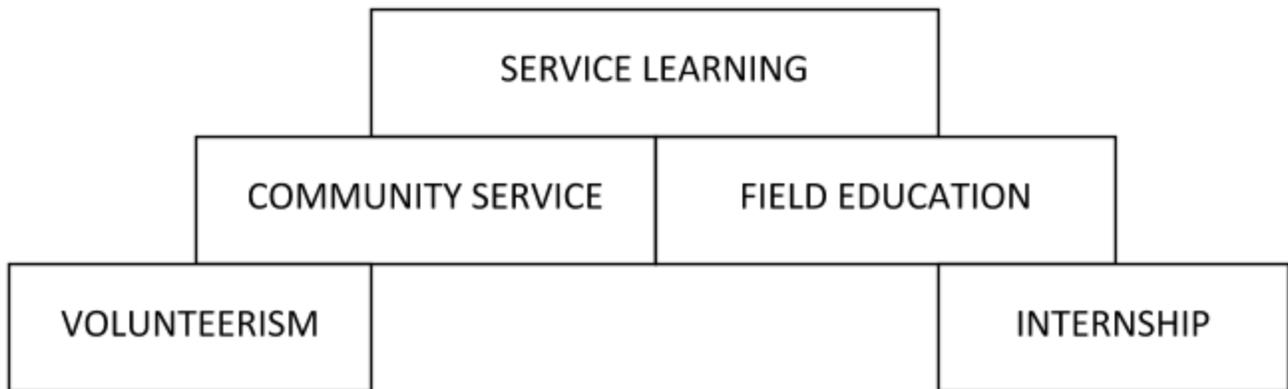
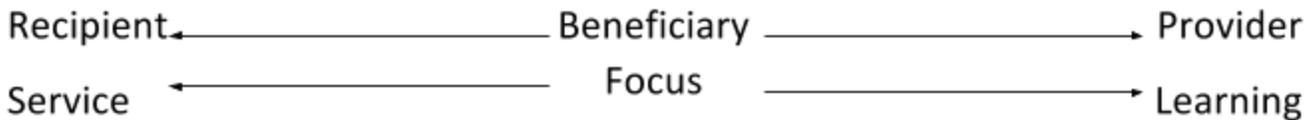


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Service-Learning integrates meaningful community service with instruction and reflection to enrich the learning experience, teach civic responsibility, and strengthen communities. *How is this distinct?*



At one end of the continuum are internships and practica, with their primary focus on *your* career development. At the other end are volunteer activities, in which the emphasis is on the *services provided* to the *recipient*. **Service-learning falls in the middle** – it is unique in its intention to **equally benefit** the provider (you) and the recipient of the service, with equal focus on the service and the learning.

Service-Learning Guidelines & Tips for Success

When engaging in the community, you are representing yourself, your professor, your department, and the University of Southern Maine. Please represent us well!

1. **Be Reliable** – Service-learning sites rely on your punctuality to do their jobs, serve their clients and complete projects. The site will come to depend on your contributed services and will be at a loss if you fail to come in as scheduled. Be mindful of their needs. Be sure to allow time for traffic, arrive on time, and communicate at least 24 hours in advance if a sickness or emergency occurs (ask your site supervisor the best way to communicate this – i.e. phone, email, etc).
2. **Be Responsible** – Complete the tasks assigned to you. A large part of this is knowing what is expected of you. Make sure that both you and your supervisor share the same vision. If you are unsure about how to proceed at any given time, seek guidance from your supervisor. Good communication is key – clarifying expectations never hurt anyone.
3. **Be Professional** – Dress appropriately. Do not eat, drink, or smoke while volunteering. Keep cell phones on silent and put away. Use polite and respectful language. Use formal names unless instructed otherwise.
4. **Be Respectful** – Placement within community organizations is an educational opportunity and a privilege. If you are privy to confidential information or records, it is imperative that you conduct yourself in a professional manner.
5. **Be Flexible** – Be patient if your tasks change slightly, and be understanding if a situation is different than you expected. However, if the work you are being asked to do makes you feel uncomfortable, speak politely to your supervisor. If the problem continues, contact your professor and/or the Office of Engaged Learning.
6. **Be Positive** –Keep a positive attitude even if it feels like things are not going well. Kindness goes a long way and can make difficult situations better.
7. **Be Safe** – Always keep your safety and the safety of clients as top priority. If you feel unsafe at your service-learning site, contact your site supervisor, professor, and/or the Office of Engaged Learning.