

# CENTER FOR CIVIC ENGAGEMENT

## Ethics and Commitments for Service Learning Agreement

Your service learning experience entails important responsibilities. You have committed to fulfilling those responsibilities as you provide needed services to local agencies. In the course of your service, please remember that your time and talent are greatly appreciated by the community and reflect well on Florida State College at Jacksonville as a whole.

### AS A FLORIDA STATE COLLEGE AT JACKSONVILLE STUDENT DOING SERVICE LEARNING, I WILL:

- Commit to be drug and alcohol free prior to and during my service time.
- Agree to conduct myself with integrity at all times. This includes, but is not limited to, being honest and showing respect for individuals and their property. This also entails dressing appropriately for each work session.
- Complete and submit the Service Learning Time Log. A supervisor's signature is required to verify all service hours.

### COMMITMENT AND FOLLOW THROUGH:

Establish the date(s) and time(s) of your service and stick to it. Clients may benefit little or may even be negatively affected if you are inconsistent in your participation. It is important that you carry out all assigned tasks and duties related to your service commitment. Once you make a verbal or written commitment, it is important that you follow through.

### RESPONSIBILITY:

Emergencies may arise that will prevent you from meeting an obligation, but you must make every effort possible to notify the agency supervisor as soon as possible. Please carefully plan your time so that your responsibilities do not conflict.

### SERVICE SITE POLICIES AND PROCEDURES:

All Florida State College at Jacksonville students should be knowledgeable of and act according to the service site's policies and procedures. If these policies and procedures are not specified or clearly stated, please consult your site supervisor.

### CONFIDENTIALITY:

Students will, at all times, keep confidential all identifying information about the client(s) they serve. This includes names, addresses, personal or family problems, living habits and other things that they may discuss with or in front of you. If a situation arises which merits notification of a higher authority, like suspicion of child abuse, seek help from your supervisor immediately.

### WHAT TO DO IN THE EVENT OF PROBLEMS:

Should a problem arise at your service location, notify your site supervisor as soon as possible. If you cannot reach your site supervisor or feel you are in immediate danger, contact Jacksonville Sheriff's Office (911). If problems occur with your supervisor, you are unhappy with your service assignment or you feel you are treated unfairly, please immediately notify your professor or Center for Civic Engagement staff at [servicelearning@fscj.edu](mailto:servicelearning@fscj.edu) or (904) 632-3089 or (904) 361-6257.

### HOLD HARMLESS AGREEMENT:

The undersigned releases, waives and discharges Florida State College at Jacksonville (henceforth "The College") from any and all claims, suits, actions, damages or causes of action, liability of any kind for injury or loss that the undersigned may suffer arising from or in any way the negligent acts of the undersigned connected with this activity and related travel. The undersigned further agrees not to cause or permit any lawsuit, action, or claim of any kind to be brought against "The College," either directly or indirectly, arising in any way out of this activity and related travel and the undersigned agrees to indemnify and hold "The College" harmless from any such actions or claims, including reasonable attorney's expenses, fees and costs, which may be asserted except those claims wherein "The College" is determined to be at fault through its wrongful act(s) or omission(s).

### AGREEMENT STATEMENT:

I have carefully read and understand the College's Ethics and Commitments for Service Learning Agreement. I agree to uphold them to the best of my ability and recognize my actions and attitude reflect directly upon Florida State College at Jacksonville.

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Course Name/Ref. #: \_\_\_\_\_

If student is under age 18, signature of parent/guardian: \_\_\_\_\_

Date: \_\_\_\_\_

(Revised 7/5/2018)

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## Service Learning Time Log

This form documents that you have completed your service learning hours. To receive credit, complete this form and return it to your professor by the assigned due date. Your professor will submit the form to the Center for Civic Engagement (servicelearning@fscj.edu). Please use one form per service site.

**Student Name:** \_\_\_\_\_ **FSCJ Email:** \_\_\_\_\_@students.fscj.edu **myFSCJ User ID\*:** \_\_\_\_\_

**Professor:** \_\_\_\_\_ **Course Name/Reference #:** \_\_\_\_\_

**Partner Organization/Service Site:** \_\_\_\_\_

**Supervisor Name:** \_\_\_\_\_ **Email:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

DATE	SERVICE ACTIVITY	TIME IN	TIME OUT	TOTAL HOURS	SUPERVISOR SIGNATURE

**Site Supervisor Comments:** \_\_\_\_\_ **Total Hours Reported:** \_\_\_\_\_

**Supervisor Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

\* Your User ID is found in the upper right-hand corner of your myFSCJ account. Click on your name to view the drop-down menu.

(Revised 7/12/2018)

