



Guidelines and Limitations

To ensure a safe and positive service experience, we recommend that all students abide by the following guidelines and limitations:

- Participate in mandatory orientation for your service-learning/academic internship experience.
 - Students engaged in on-site experiential learning must sign an acknowledgement (to be prepared by the campus) that they have been informed of and understand the risks to their own health presented by COVID-19.
- Make sure you know whom to contact at the learning site and at the university in case of an emergency.
- Make sure you know how to exit your learning site in case of an emergency.
- Ask for help from your supervisor or another staff member at your learning site when in doubt about your duties and tasks, or about learning site policies and procedures.
- Be punctual and responsible in completing your commitment to the service site.
- Call your site supervisor if you know you will be late or not able to come in at all.
- Keep all information about clients you work with confidential.
- Show respect for your learning site, its staff, and its clients.
- Be aware that you are representing CSUB.
- Know that if you are having trouble or feel unsafe at your learning site, you can talk with your faculty instructor and/or CECE. In some instances, an alternative placement or opportunity will be afforded to you.
- Sign in at your learning site every time you are there, and record your service hours on your time log. This will ensure you receive credit for the hours you have served.
- Be professional at all times, including in your interactions with learning site representatives, and in your dress.
- Understand that being flexible may be necessary as the level or intensity of activity at the learning site may not always be predictable.
- Don't report to your learning site under the influence of drugs or alcohol.
- Don't give or loan a client money or other personal belongings.
- Don't make promises or commitments to a client that you cannot keep.
- Don't give a client or learning site representative a ride in a personal vehicle.
- Verbal exchanges of a sexual nature are not to be tolerated; don't engage in behavior that could be perceived as sexual with a client or learning site representative.
- Don't tolerate verbal exchanges or engage in behavior that might be perceived as discriminating against an individual on the basis of his/her age, race, gender, sexual orientation, ability, or ethnicity.
- Don't engage in any type of business transactions involving exchange of money with clients during the term of your service (e.g., don't sell them Avon or other products; don't take a job as their nanny; etc.).
- Don't enter into personal relationships with a client or learning site representative during the term of your service.
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If you have questions that cannot be answered by your site supervisor or your faculty supervisor, please contact the CECE office at (661) 654-3033.

Center for Career Education and Community Engagement

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