



Give Back Video - Certificate of Completion

Do's

- I will ask my course instructor on the # of hours per week required for the community service work and I will request a LEARNING PLAN.
- I will read the "LEARNING PLAN" document for details about risks associated with any community engaged work.
- I will be safe and aware of my surroundings.
- I will be punctual and notify the Learning Site if I believe I will be late or absent.
- I will respect the privacy of the Learning Site's clients.
- I will participate in all required training, complete all assigned tasks and responsibilities in a timely and efficient manner.
- I will request assistance if I am unsure how to respond to a difficult or uncomfortable situation.

Don'ts

- I will not report to the Learning Site under the influence of drugs or alcohol.
- I will not make promises to a client of the learning site that I cannot keep—remember you are representing the learning site and clients will expect the "learning site" to keep their promises.
- I will not disclose without permission the Learning Site's proprietary information, records or confidential information concerning its clients.
- I will not engage in any of type personal business with a client or Learning Site representative during the term of my placement.

Learning Agreement

I choose to participate in this learning activity and understand that I can stop participating *in the community engaged work* if I believe the risks become too great and I will contact my course instructor immediately for an alternative assignment.

I understand that neither the University nor the Learning Site assumes any financial responsibility in the event that I am injured or become ill because of my participation in the learning activity.

Name: _____

Date: _____