

PROGRAM VALUES

- **Reciprocity:** Reflecting a commitment to solidarity, SCU-community partnerships (and students' encounters in the community) are marked by mutuality and reciprocal relationships.
- **Community:** Community partners support student learning regarding dimensions of power and privilege from their own experiences of resilience in the face of struggle or vulnerability.
- **Connections:** Participating faculty guide students in identifying and probing integral connections between course content and community context.
- **Reflection:** Students' experiences and assignments from various disciplines prompt reflection about their citizenship in local and global communities, moral development and vocational discernment.

ENGAGED PARTICIPATION

Be fully present and engaged while learning at your placement.

- Community-based learning is about learning with and from the community. You are not there to serve nor to do charity work.
- Connections and relationships built on a weekly basis will help to broaden your understanding of systemic challenges that lead to social problems for local communities.
- Along with your outlined role at the site, find ways to more fully engage as you build community at your organization. Let your site supervisors know of any skills or talents that may enhance your engagement with the community.
- Your community site supervisors are your co-educators, ask your site supervisor for guidance and support when needed.
- Do not use cell phones, lap tops, or other electronic devices, as this will limit your full engagement.
- Socializing with other SCU students during your community experience is discouraged.

COMMITMENT & RESPONSIBILITIES

You are expected to participate at the placement for an orientation and the full time commitment for which you have signed up.

- Attend mandatory orientation prior to the start of your weekly engagement.
- It is your responsibility to complete any requirements prior to the start of your engagement (e.g., fingerprints, TB skin testing). Failure to complete any requirements in a timely manner may limit your ability to fully complete your community based learning requirement.
- Your engagement time is pre-determined, usually two hours per week for eight weeks of the quarter
- Be mindful that community organizations depend on your punctuality and timeliness of your engagement each week.
- You must contact site supervisor with plenty of time to alert them of tardiness or absence.
- It is your responsibility to follow up on making up any missed sessions with plenty of time before the end of the quarter.
- In addition to the weekly engagement, you are highly encouraged to complete an online EPR (Electronic Progress Report).

COMMUNITY-BASED LEARNING EVALUATION

In their role as co-educators, your site supervisors will help guide your learning in the community and will also evaluate your level of engagement.

- Site supervisors will evaluate your level of engagement and commitment
- Faculty will require a completed evaluation with site supervisor signature at end of the quarter
- Each faculty member determines how to grade the community based learning experience, but it generally is a graded portion of the course
- Remember it is not about the number of hours completed, but the quality of engagement with the community
- Submit your completed CBL Site Supervisor Evaluation to your instructor at the end of the quarter.
- Falsifying any portion of the CBL Site Supervisor Evaluation is a violation of academic integrity and will be brought to the attention of your faculty and Office of Student Life.

ACADEMIC INTEGRITY IN COMMUNITY-BASED LEARNING

Academic integrity is essential to students' learning experiences in the classroom—and in the community.

- When students are engaged in community-based learning at our off-campus community partner sites, they are representing Santa Clara University to the community partner organization as well as to all those they encounter within that community.
- Students academic commitment in courses that involve community-based learning includes
 - following the guidelines presented in the site orientation;
 - arriving on time for every scheduled session;
 - being productively engaged, responsive, and respectful during each full session;
 - honoring the privacy and dignity of every client and employee of the community partner organization;
 - and focusing on learning from the community interactions.

Responsible and mature behavior by our students is fundamental to good relationships with Santa Clara's community partners; members of our local communities rely on our students to contribute positively to those relationships.

TRANSPORTATION

You are responsible for your own transportation to and from your placement. Options include:

- Personal vehicle
- Zipcar (students enrolled in classes with a required community-based learning placement may apply for Zipcar membership as CBL affiliates and receive 16 hours of free Zipcar use). www.zipcar.com/scu
- Carpool, public transportation, or bike

DRESS CODE

Dress respectfully for the population with which you are working and in a manner that will allow you to participate in the activities of the placement.

- No short shorts/skirts, revealing tops, or spaghetti strap tops/dresses. No midriff tops or revealing muscle tank tops.
- Respect and observe specific dress codes that the agency may have, i.e., wearing close-toed shoes.
- Avoid gang colors (blue, red), team logos, logos for alcoholic beverages or wording that may have a double meaning or be offensive to the population being served.
- You may be asked to leave your community placement site if you arrive dressed inappropriately for your community engagement. It will be your responsibility to make up the missed hours.

PERSONAL BELONGINGS

Be responsible for your own personal items while in the community.

- Ask site supervisor if they provide a designated space at the community organization where you may lock your personal belongings
- Lock personal items in the trunk of the car **before** you arrive to your site, or leave personal items at home
- Neither community organizations nor Santa Clara University are responsible for any lost or stolen personal items.

SAFETY TIPS

You must practice personal safety and awareness at your community engagement site

- Sharing personal information with anyone other than agency staff while engaged in the community is not allowed. This includes but is not limited to your home address, cell phone number, and social media (e.g. e-mail, Facebook, Twitter, Snapchat, and Instagram).
- Do not give community members rides in your vehicle, nor accept rides from clients at your community site.
- If you are worried for the well-being of a client, please alert your site supervisor. Your site supervisor will be able to share resources.
- Never give or loan money or other personal belongings.
- For evening placements, drive with other students and park in well-lit areas near an entrance to your community site.
- Walking in pairs to and from the car in the evenings is recommended.
- Be alert and observant of your surroundings, especially when walking to your car.
- Do not walk and text on your cell phone as this impairs your ability to be observant and draws attention to your phone.
- Request from your site supervisor to be escorted to your car or to provide you with contact information for site safety personnel.
- Follow the steps provided at the orientation regarding safety at the community site

CONFIDENTIALITY

Maintain the privacy and confidentiality of all with whom you interact unless given explicit permission to do otherwise.

- Any written assignments or discussions shared with others must disguise people's names and identifiable characteristics (e.g. by using pseudonyms).
- Do not take pictures of community members (especially children) nor post pictures on your personal social media accounts without prior authorization from site supervisor.
- If you are including videos or pictures of your community based learning site for a class project, please request prior authorization from site supervisor.

ISSUES/CONCERNS

Please feel free to speak to your site supervisor, faculty, or Ignatian Center staff for any questions, issues, or concerns. Speak with your site supervisor immediately if anyone at your site makes you feel uncomfortable, or if you are being harassed. The sooner you alert the site supervisor, the sooner they can help resolve the situation. You can speak to staff at the Ignatian Center if you should have concerns at any point in the quarter regarding your community based learning placement.

COMMUNITY-BASED LEARNING: THE HEART OF JESUIT EDUCATION

While many students participate in community-based learning as a class, and/or graduation requirement, the value of this educational pedagogy is at the heart of the mission of Santa Clara University. Our community partners value our students' true desire to learn from and with community. We hope that after your class or graduation requirement is completed, you will continue to engage with community. Please talk to your site supervisor, or staff at the Ignatian Center, for future opportunities to engage with community, both locally and abroad.