**Do’s & Don’ts of Service-Learning**

**Do’s:**

* Be punctual and responsible.
* Call if you anticipate lateness or absence.

* Respect the privacy of all clients.

If you are privy to the confidential information with regard to the participant with whom you are working, it is vital that you treat this information as privileged and confidential.

* Show respect for the community-based organization and participants.

You are expected to treat participants and others with courtesy and kindness.

* Be appropriate

Dress comfortably, neatly and appropriately.

* Be flexible

The level or intensity of activity at a service site is not always predictable. Your flexibility to changing situations can assist in working smoothly and producing positive outcomes for everyone involved.

**Don’ts:**

* Don’t reveal your personal sensitive information to a participant i.e contact number, home address.
* Don’t give or loan a participant, money or other personal belongings.

* Don’t make promises or commitments to a participant you cannot keep.
* Don’t tolerate verbal exchange or engage in behavior that might be perceived as discriminating against an individual on the basis of their age, race, gender, religion sexual orientation, ability, or ethnicity.
* Don’t engage in any type of business with participants.
* Don’t enter into personal relationships with a participant.

References:

<https://www.usf.edu/engagement/documents/dos-and-donts-of-service-learning.pdf>

<https://digitalcommons.unomaha.edu/cgi/viewcontent.cgi?article=1148&context=slcehighered>