



## Service Learning Registration Form

The student will complete this form and the instructor will return it to the office listed below by

**September 12, 2014**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Student ID: \_\_\_\_\_ Email Address: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Gender: \_\_\_\_\_ Classification: \_\_\_\_\_

Major: \_\_\_\_\_ Semester ( Fall \_\_\_\_\_ Spring \_\_\_\_\_ Summer \_\_\_\_\_ )

Course Name	Professor's Name	College

Site Name \_\_\_\_\_

Site Address \_\_\_\_\_

Contact Person for Site \_\_\_\_\_ Title \_\_\_\_\_

Agency Phone Number \_\_\_\_\_ Email address \_\_\_\_\_

**Alice V. Harden Center for Service & Community Engaged Learning**

**Jacob. L. Reddix Building, 1st floor, Suite 110**

P.O. Box 17840

Phone (601) 979-6939





## **Service-Learning Professional Guidelines**

1. Service-learners are representatives of Jackson State University. It is important to remember that the same rules and regulations of the institution apply at service-learning sites. The following are guidelines that students must adhere to while at a service-learning site.
2. Service-Learners are expected to be punctual. “If you are delayed, you are expected to call before or within fifteen minutes of expected time of arrival; if you are ill you must call in.
3. Studying during work hours is not permitted. Remember you are there to work.
4. When tasks, haven’t been completed at the conclusion of your work period, inform your immediate supervisor of its progress.
5. Inform your supervisor before leaving the job, for breaks, and at the close of your work period.
6. Service-Learners are required to maintain confidentiality at all times. Written or verbal information cannot be removed from the office or discussed with individuals not employed within the organization.
7. Eating food at the site is NOT ALLOWED. Time taken to eat CANNOT be counted as service-learning hours.
8. Cell phones may not be utilized during working hours.
9. Your service-learning experience should be viewed as a job. You are expected to dress accordingly and be professional at all times; you are representing yourself and the University. Remember, the site supervisor does have the authority to send you home and credit will not be given for that day of service.
10. Signing below indicates you have read and understand the service-learning process.

I do hereby certify that I have read this agreement and have chosen a service site for my Jackson State University Service-Learning Course. I maintain that I was provided with information and explanations for available options and made an educated choice from the options given. If I find that I am unable to meet the conditions of this site, I understand that other options may or may not be available at the time. I am fully aware that all changes must be made through the Office of Service-Learning.

As a service provider at this site/school, I agree to abide by all applicable rules and regulations of Jackson State University and the guidelines of my chosen site/school. I will conduct myself as a professional and representative of Jackson State University, my program of study, my instructor and most importantly myself.

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

Print Name \_\_\_\_\_