

Center for Community Learning Time Sheet

This form is provided to assist you in tracking the number of hours you serve at your site. You'll be required to submit the completed time sheet at the end of your service.

Please round your hours to the nearest quarter time:

.25 = 15 minutes; .5 = 30 mins. (1/2 hr); .75 = 45 mins.

Example: If you worked 1:00 to 5:35...that's 4hrs 35mins - round to 4hrs 30mins (4.5 total hours)

| Date | Time In | Time Out | Total Time | Activities |
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Date: _____

Total Number of Hours Served: _____

Name: _____

Signature: _____

Name of Agency/Site: _____

Phone #: _____

Name of Supervisor: _____

Name of Coordinator: _____

Signature: _____

Guidelines for Service Learning at UCLA

As you begin your service-learning course, you are probably eager to get involved and make a difference through direct service or research. We expect you will see yourself as a representative of UCLA in the community as such, we ask that you carefully read through and abide by the following guidelines.

1. **Ask for help when in doubt.**

Your Site Supervisor understands the issues at your site and you are encouraged to approach him/her with problems or questions as they arise. He/she can assist you in determining the best way to respond in difficult or uncomfortable situations. Feel free to contact the Center for Community Learning at 310.825.7867 with questions concerning your placement.

2. **Be punctual and responsible.**

You are working in the organization as a reliable, trustworthy, and contributing member of a team. Both the administrators and the persons whom you serve rely on your punctuality and commitment to completing your service hours over the entire course of the quarter.

3. **Call if you anticipate lateness or absence.**

Call if your Site Supervisor if you are unable to come in or if you anticipate being late. Again, the site will come to depend on your contributed services and will be at a loss if you fail to come in as scheduled. Be mindful of their needs.

4. **Respect the privacy of all clients.**

If you are privy to confidential information with regard to the persons with whom you are working, i.e. organizational files, diagnostics, personal stories, etc., it is vital that you treat it as privileged information.

5. **Show respect for the sites for which you work.**

Placement with our community partners is an educational opportunity and a privilege. Again, if you are privy to confidential information or records, it is imperative that you conduct yourself in a professional manner.

6. **Be appropriate.**

You are in a work situation and are expected to treat your superior, co-worker and clients with courtesy and kindness. Dress comfortably, neatly, and appropriately. Use formal names unless instructed otherwise. Set a positive standard for others to follow as part of UCLA's ongoing service learning course.

7. **Be flexible.**

The level of intensity of activity at a service site is not always predictable. Your flexibility to changing situations can assist the operation to run smoothly and produce positive outcomes for everyone involved.

"Never doubt that a small group of thoughtful committed citizens can change the world; indeed, it's the only thing that ever has."

-Margaret Mead



Safety Tips for Community Learning

COMMUNICATE

1. Ask your site supervisor for tips on staying safe.
2. If you leave your site, tell someone your destination and your expected return time.
3. Ask for help from your supervisor or another staff member when in doubt.
4. Trust your intuition; if something does not feel right, leave. Talk to your site supervisor and coordinator about your concerns.

PLAN AHEAD

5. Plan for "What ifs" (What if my car breaks down; what if I cannot find the site location)
6. Wear appropriate attire consistent with the company's policy on dress code.
7. Do not engage in activities beyond the scope of your job descriptions/duties.

TRANSPORTATION

8. Driving is only permitted to and from your direct service site.
9. Drive carefully; the University is not liable for risks involved in students getting to and from their service sites.

BOUNDARIES

10. DO NOT give anyone a ride in a personal vehicle.
11. DO NOT give or loan money or other personal belongings.
12. DO NOT share too much personal information (phone number, address, etc).
13. DO NOT tolerate talk of sexual behavior or nature. If you feel harassed, tell your supervisor or coordinator.
14. DO NOT engage in any type of business with clients during the term of your service.
15. DO NOT enter in a personal relationship with persons you work with while at site.

HOME VISITS

16. No home visits allowed.

If SOMETHING HAPPENS:

17. If an incident occurs or if you are injured, contact your site supervisor and your coordinator to discuss what actions the agency and University should take to ensure your physical and emotional well-being.
18. Stay calm. Your coordinator, the site where you are interning/working, and the Center for Community Learning staff will help you (call 310-825-7867). You may also visit the UCLA Office of Insurance and Risk Management for additional liability information at www.oirm.ucla.edu/.