

Recommended Guidelines for Selecting a Service Site

- Willingness to collaborate
 - Available for regular communication (i.e., phone calls, meeting)
 - Responsive to mutual problem solving
 - Open to meeting both student needs and agency goals
 - Ability to supervise and interact with college students
- Agency has adequate resources to orient, train, and monitor students
 - Designated staff willing to supervise students
 - Procedures to orient and train students
 - Provides necessary space for program needs
 - Procedures to track student attendance and contributions
- Congruence of learning and service goals
 - Interest in learning objectives of class or program
 - Flexibility in adjusting service projects to meet learning goals
- Identification of appropriate service activities and projects
 - Clearly defines expectations for students
 - Provides direction for project implementation
 - Identify tasks appropriate to the knowledge and skills of students
- Intercultural sensitivity of agency
 - Demonstrates culture of respect for diversity
 - Receptive to working with students of different backgrounds and abilities
 - Provides orientation to culture and traditions of agency
- Accessibility
 - Near public transportation
 - Location is convenient for students
 - Appropriate compliance with ADA or similar statutes
- Liability and risk management
 - Provides information on agency's liability insurance, if applicable
 - Screens students according to agency volunteer guidelines
 - Provides safe and supervised environment for students
 - Provides training on universal precautions, if applicable
 - Provides students with procedures for crisis management