Protocol For Termination Of Community Engaged Students

SF State students have been informed what constitutes unacceptable behavior; for this reason, students understand that participation in any of the following actions, regardless of frequency or severity, provide grounds for dismissal by the community agency that is providing them with community service learning site. Students are provided with the following information before engagement at a community site:

1. While participating in this learning activity, I will (a) exhibit professional, ethical and appropriate behavior; (b) abide by the Learning Site’s rules and standards of conduct, including wearing any required personal protective equipment; (c) participate in all required training; (d) complete all assigned tasks and responsibilities in a timely and efficient manner; (e) request assistance if I am unsure how to respond to a difficult or uncomfortable situation; (f) be punctual and notify the Learning Site if I believe I will be late or absent; and (g) respect the privacy of the Learning Site’s clients.

2. While participating in this learning activity, I will not (a) report to the Learning Site under the influence of drugs or alcohol; (b) give or loan money or other personal belongings to a client; (c) make promises to a client I cannot keep; (d) give a client or representative a ride in my personal vehicle; (e) engage in behavior that might be perceived as harassment of a client or Learning Site representative; (f) engage in behavior that might be perceived as discriminating against an individual on the basis of their age, race, gender, sexual orientation, mental capacity, or ethnicity; (g) engage in any type of business with clients during the term of my placement; (h) disclose without permission the Learning Site’s proprietary information, records or confidential information concerning its clients; or (i) enter into personal relationships with a client or Learning Site representative during the term of my placement. I understand that the Learning Site may dismiss me if I engage in any of these behaviors.

If the student has engaged in any of these or similar activities, the community agency may use the following framework to guide its next steps:

I. If actions are inappropriate, but can be corrected:

- Have a conversation with the student. Please understand that for many students, this placement may be the first real exposure to a professional environment. Although many of these norms can be considered common sense, they may be new to some students.
- If problem persists, write the student a memo clearly indicating:
  - Inappropriate action or activity
  - Time and frequency of occurrence
  - Negative impact on the agency or clients
  - Need to cease from actions or behaviors
  - Consequences
  - Appeal process (if any)
- Discuss memo with the student and if needed, with faculty.
- Create agreements and parameter for the remaining of the placement.

II. If actions are inappropriate and dismissal must occur immediately:

- Prepare a memo outlining the violation and how it has led to dismissal.
- Share memo with the faculty member.
- Meet with the student and if possible, with faculty, and inform them of your decision.

Please remember that SF State supports your agency’s internal policies and protocols. The integrity of your agency’s services and environment is important to SF State.

For more information regarding this tool, please contact staff at the Community Service Learning Office at (415) 338-6419.