



APPENDIX A PROTOCOL FOR TERMINATION OF COMMUNITY SERVICE LEARNING STUDENT

SF State students have been informed what constitutes unacceptable behavior; for this reason, students understand that engagement in any of the following actions, regardless of frequency or intensity, provide grounds for dismissal by the community agency that is providing them with community service learning placements:

- **Reporting to the site under the influence of drugs or alcohol.**
- **Driving an agency vehicle.**
- **Giving or loaning an agency client, money, or other personal belongings.**
- **Making inappropriate commitments or promises to clients.**
- **Giving a client or agency representative a ride in a personal vehicle.**
- **Tolerating verbal exchange of a sexual nature or engaging in behavior that might be perceived as sexual with a client or community organization representative.**
- **Tolerating verbal exchange or engaging in behavior that might be perceived as discriminating against an individual on the basis of their age, race, gender, sexual orientation, ability, or ethnicity.**
- **Engaging in any type of business with clients during the term of the service.**
- **Entering into personal relationships with a client or community partner representative during the term of your service.**
- **Consistently missing work days or coming to work late.**
- **Violating the privacy of all clients.**
- **Violating the values, principles, or mission of the agency.**
- **Behaving inappropriately by not treating supervisors and others with courtesy and kindness, not following dress codes and not following established protocols.**

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

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

- 1- 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.
- 2- If problem persists, write the student a memorandum clearly indicating:
 - a. Inappropriate action or activity
 - b. Time and frequency of occurrence
 - c. Negative impact on agency or clients
 - d. Need to cease from actions or behaviors
 - e. Consequences
 - f. Appeal process (if any)
- 3- Copy memo to faculty member responsible for student.
- 4- Discuss memorandum with student and if needed, with their faculty instructor.
- 5- Create agreements and parameter for the remaining of the placement.

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

- 1- Prepare a memorandum outlining the violation and how its severity has led to dismissal.
- 2- Share memorandum with faculty member.
- 3- Meet with student and if possible, with their faculty instructor, and inform them of your decision.

Please remember that SF State supports your agency's internal policies and protocols. Furthermore, SF State has informed the students of acceptable and unacceptable behavior and actions. The integrity of your agency's services and environment is important to SF State.

For more information regarding this tool, please contact the community service leaning program at Ph: 415-338-6419.