

Cal State San Marcos
Guidelines and Limitations while at a school site.

As you begin your work with a school, you are probably eager to get involved and to make a difference in the lives of the people with whom you work and the organizations in which you serve. We expect that you will view yourself as a representative of California State University San Marcos in the community, and as such, we ask that you carefully read through and abide by the following guidelines created to assist you in having the best and most productive observation experience possible:

1. Ask for help when in doubt.

Your instructor understands the issues at your site and you are encouraged to approach her/him with problems or questions as they arise. They can assist you in determining the best way to respond in difficult or uncomfortable situations.

2. Be punctual and responsible.

Although you are not being compensated for your time spent on your community assignment, you are participating in the organization as a reliable, trustworthy and contributing member of the community team. Both the administrators and the persons whom you serve rely on your punctuality and commitment in completing your hours on a mutually agreeable schedule.

3. Call if you anticipate lateness or absence.

Call 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 presence 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 and follow all codes and standards of ethics that apply.

5. Show respect for the community agency or school for whom you work.

Observation within a school is an educational opportunity and a privilege. It is imperative that you conduct yourself in a professional and ethical manner by respecting the rights and confidentiality of your supervisor, co-worker(s), and clients.

6. Be appropriate.

You are in a fieldwork situation and are expected to treat instructors and students 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 Cal State San Marcos's ongoing learning programs.

7. Be flexible.

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

In addition to the above expectations, as a participant in your field experience class you are also responsible for the following limitations.

- NEVER report to your service site under the influence of drugs or alcohol.
- NEVER give or loan money or other personal belongings.
- NEVER make promises or commitments to a client you cannot keep.
- NEVER give a client or organization representative a ride in a personal vehicle or University vehicle unless the person is authorized for transport.
- DO NOT transport a child by yourself.
- NEVER tolerate verbal exchange of a sexual nature or engage in behavior that might be perceived as sexual with a client or community organization representative.
- NEVER tolerate verbal exchange or engage in behavior that might be perceived as discriminating against an individual on the basis of the age, race, gender, sexual orientation, or ethnicity.

I, _____, have reviewed the above Guidelines and Limitations. While participating at a school site for _____ (specify course) during _____ semester, 20____.

I agree to the above Guidelines and Limitations.

STUDENT SIGNATURE

DATE

APPROVED BY

In case of student injury, contact: Environmental Health and Safety (760) 750-4510

Students: Complete this form and return to your instructor. **Instructor:** Send original form to School of Education