Recommended Guidelines for Selecting a Service Site

Developed by the Center for Teaching and Learning, Indiana University-Purdue University Indianapolis

- 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