

GUIDELINES FOR VETTING COMMUNITY PARTNERS

Arrange an In-Person Site Visit	ASLO and Faculty
Discuss the academic and civic learning objectives of this placement <input type="checkbox"/> Review documents regarding objectives, including course syllabus	ASLO and Faculty
Talk about the mission of the Community Partner (CP) and share the University and Academic Service-Learning mission	ASLO and CP
Discuss the nature of the service placement <input type="checkbox"/> How many students will be placed? <input type="checkbox"/> How will their schedule be determined? <input type="checkbox"/> How will their work fit in with their academic objectives? What will students learn that they can apply to their academic discipline? <input type="checkbox"/> ASLO role in student orientation before being placement. What orientation does the CP provide? Review the orientation guidelines developed by ASLO. <input type="checkbox"/> Who will supervise students? How can this person be contacted? Is there a back-up supervisor? Who should students call if they will be absent or late? <input type="checkbox"/> Do students need fingerprinting, background checks, immunization, blood work? HIPAA, OSHA, Or any certification? Who will pay for this? <input type="checkbox"/> Verify that students will not be assigned tasks beyond their capabilities as volunteers or beyond the scope of the service placement.	Conversation between ASLO, faculty member and CP. Anyone who will supervise students should participate in this meeting.
Logistics <input type="checkbox"/> What will students need to do to check-in at the site? <input type="checkbox"/> How will students track their hours at the site? Recommend using the “standard” form developed by ASLO to track hours and provide a copy to ASLO. <input type="checkbox"/> What type of clothing should students wear (i.e., closed-toe shoes, professional dress, casual dress) <input type="checkbox"/> Where should students park? Where is the closest bus or train stops? <input type="checkbox"/> What hours of the day can students volunteer? <input type="checkbox"/> What training will the CP provide? Where? When? <input type="checkbox"/> What training would the CP like the students to have prior to being placed? <input type="checkbox"/> Should students meet with the site supervisor prior to their first service day? <input type="checkbox"/> Where will the students work? Are they provided with computers or other materials they will need? Will students be asked to bring any materials with them? <input type="checkbox"/> Will students be asked to buy anything? Will they be reimbursed? <input type="checkbox"/> Will the student be driving a CP vehicle? Verify insurance coverage and get a copy for your file. <input type="checkbox"/> Who should the university contact at the CP in case of an emergency? Who should they recommend the CP contact at UNH?	ASLO should obtain all the information it needs in order to provide a comprehensive training/orientation for students. The CP should also require that the students go through training on-site, or have a specific training prior to their service.

<p>Risk Identification</p> <ul style="list-style-type: none"> <input type="checkbox"/> Does the CP provide a safety orientation? Review the orientation guidelines prepared by ASLO. <input type="checkbox"/> Will students ever work unsupervised with clients? Emphasize ASLO's preference that the students not work unsupervised. <input type="checkbox"/> Will the CP request emergency contact information? How will it be used? If requested, ASLO should have a copy. If the CP is not collecting the information, the University should. <input type="checkbox"/> Obtain a copy of the CP's Certificate of Insurance <input type="checkbox"/> Outline the specific risks involved in this placement. Are there any risks in the community? Who could be harmed? What property could be damaged and how severely? What is the maximum likely loss for each activity? Are there any environmental hazards? Are crowds or bystanders likely to be involved? Will inherently dangerous activities be involved? Will physical labor be involved? <input type="checkbox"/> Review University policies like Equal Employment Opportunity and workplace harassment and discrimination. 	<p>Once the nature of the placement is clear, the risks of these placements should be specifically taken into consideration.</p> <p>ASLO should collect any forms or information that the CP will be giving students. Keep all documents on file at the University.</p>
<p>Tour of Site</p> <ul style="list-style-type: none"> <input type="checkbox"/> CP should give U staff and/or faculty a tour of any facilities or sites in which ASLO students will be working. <input type="checkbox"/> CP should introduce ASLO to any staff that will supervise students, or work directly with students. <input type="checkbox"/> ASLO should be looking for any potentially risky situations and CP should bring any risk factors to the attention of ASLO. <input type="checkbox"/> Students should also tour the site during orientation and be made aware of emergency exits and procedures. 	<p>This is an important step so that the ASLO and faculty can see the situation their students will be working in, and ask any questions that may come up as ASLO observes the facilities.</p>
<p>Evaluations</p> <ul style="list-style-type: none"> <input type="checkbox"/> What evaluations/surveys will be requested? By whom? Filled out by whom? <input type="checkbox"/> When will surveys/evaluations be requested? <input type="checkbox"/> How will the information from the surveys be used in the future? 	<p>ASLO and faculty member should explain why they are collecting evaluations, and ask if there are any that the CP would like to have completed.</p>
<p>Privacy Rights</p> <ul style="list-style-type: none"> <input type="checkbox"/> Are students allowed to take pictures or video? <input type="checkbox"/> What specific policies apply to the clients served? 	<p>Faculty should inform ASLO of any research or writing that students will be asked to do that pertains to the clients.</p>
<p>Preparing All Signed Forms and Agreements</p> <p>The ASLO should have an authorized signatory sign off on the Campus-Community Partnership Agreement. If aspects of the Agreement need to be renegotiated, try to include all parties. Renegotiation is always possible. Try to find the best way to allow the placement to occur while also managing as much risk as possible.</p>	