



Office of Community-Engaged Learning

Please familiarize yourself with these CEL Expectations and Guidelines to Engage with the Community.

EXPECTATIONS

** Learn about your organization's mission, workplace expectations, and the local area. **

CONFIDENTIALITY

- Ask your supervisor to clarify what information is confidential.
- Adhere to organization's standards of confidentiality.
- Sign a confidentiality waiver with your organization if needed.



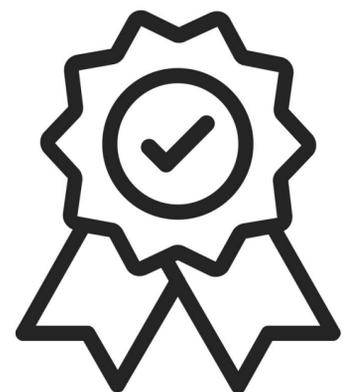
COMMUNICATION



- Acknowledge all emails; if you cannot respond with an answer, let your supervisor know that you will respond later.
- Clarify the timeframe in which you are expected to respond to communication.
- Uphold modes of communication and expected response time.
- Ensure all emails are addressed to a person and have a salutation.
- Seek feedback from your supervisor(s).

PROFESSIONALISM

- Familiarize yourself with any dress codes and dress in an appropriate manner.
- Be punctual and follow the agreed upon work schedule.
- Inform your supervisor if you will be late or unable to attend a meeting.
- Follow through with commitments.
- Do not conduct personal business during work hours or during meetings.
- Contribute new ideas and assert yourself in an appropriate, respectful, and tactful manner.
- Comply with policies and procedures.
- Should you have reservations or negative feedback, please first discuss in conversation with your agency supervisor and the OCEL.



SOCIAL MEDIA



- Do not post images of minors, or others without their consent.
- Do not request or accept minors as followers on social media.

We uphold Vassar's Title IX policies.

Contact the OCEL (ocel@vassar.edu) if you are facing any challenges in your workplace or if you have any questions or concerns.

GUIDELINES

adapted from Michigan State University's Service Learning Toolkit

RESPECT

- Be willing to examine where knowledge is produced.
- Affirm that "local" knowledge is as valuable as "expert" knowledge.
- Commit to understanding the history, culture, norms, and values of the organization you are working with and the communities they serve.
- Acknowledge the strengths and assets of everyone.
- Do not focus on the "deficits."
- Ask clarifying questions if need be.



KEEP AN OPEN MIND & DISCOVER

- Accept that not everything will be known upfront.
- Embrace multiple possibilities.
- Abandon the "one right answer" approach.
- Make meaning out of seemingly mundane tasks.
- Be willing to be changed through the process of engagement.



SHARE

- Be willing to collaborate on the work and in taking credit.
- Communicate in ways that work for both the academy and the community.
- Interrogate the idea of "helping."
- Be willing to cede power and acknowledge privilege.
- Learn about the context before offering a "solution."



REMAIN CURIOUS

- Be curious and observant.
- Listen actively and deeply.
- Take the initiative.
- Assume responsibility for your learning.
- Examine your fears and concerns.



BE FLEXIBLE

- Be willing to improvise.
- Acknowledge that it will take more time and interactions than initially expected.
- Embrace ambiguity and uncertainty.
- Do not be rigid about what should happen, when, and how, and by whom.



ADAPT

- Be willing to try new ways of doing things (take the agency's capacity into consideration while offering solutions.)
- Be willing to understand a situation from another person's perspective.
- Acknowledge that you may not be able to predict outcomes.