Theory-Practice/ Service Learning
Spring 2016
TPSL IS NOT volunteerism. It is a “living laboratory” that provides you an opportunity to “practice” what you are learning.

TPSL IS a partnership. It is an exchange of invaluable, real-time experience for service—we are truly serving one another!
Professionalism

**Appropriate Attire**

- Avoid t-shirts/sweatshirts, etc. with potentially inappropriate logos or messages
- Clothing must always cover your abdomen/mid-section
- Shorts, skirts, and dresses should not be shorter than 1-2 inches above the knee
- No pajamas, open-toed shoes/sandals/flip flops, or jeans/pants with holes
- If you’re ever unsure about the appropriateness of your attire, just ask your Site Supervisor.
Be Present & Attentive. Cell phones should be set on silent/vibrate, and stored away.

Site Supervisors will alert us if you are seen texting, taking phone calls, etc.

Engage. You will only get out of the experience what you put into it. It is critical that you be proactive and take initiative in creating the connections needed to facilitate your learning.

But, Respect Boundaries. Do not share/exchange personal information with clients at your site (i.e. email addresses, phone numbers, social media information, etc.)
Professionalism

- **Be punctual.** Vans depart campus (Fleming Shuttle Stop) and service sites promptly at the times that will be given. Latecomers will be left behind.

- **Mind your manners.** Remember that you represent your professor, the college, the university, and most importantly, yourself. Be courteous and always use respectful language (i.e. no profanity).
A Note on Absences

- Absences **MUST** be communicated to/cleared by your Site Supervisor at least one hour before the shift that will be missed (or within 24 hours after, in the case of an emergency).

- **All absences are considered unexcused.** Notification to your site is a sign of professionalism and courtesy, and gives them the opportunity to plan accordingly for your absence.
Communicate with your professor regarding any questions or concerns about your grade/the academic component of TPSL.

Communicate with Chi regarding any questions or concerns about your service placement and transportation.

Communicate with your Site Supervisor/Coordinator regarding absences and make-up shifts.
Speaking of Make-up Shifts...

**How to schedule a make-up shift:**

- Check the van/transportation schedule for shifts available at your service site.
- Obtain permission from your Site Supervisor to make up a missed shift on the date you’ve selected.
- Notify Chi of the approved make-up shift so that the van driver(s) can be informed.

A maximum of **two** make-up shifts are allowed for the semester. Any absences beyond the first two cannot be made up (with the exception of extenuating circumstances, as determined and approved by Chi Nwokah.)
Visit the link provided on your handout to submit your top 3 service placement preferences.

The deadline to submit service placement preferences is **11:59pm Monday, January 18th**. The form will close at this time, and late submissions will not be accepted.

Selecting preferences does not guarantee your placement at a particular site. Each site has a limited number of spots. We will consider your availability and the amount of support that can be accommodated by each site, in addition to your indicated preferences.
Questions?? Concerns??

Thank you!!