Western Michigan University

Office of Service-Learning

Policies

Office of Service-Learning:

- The Office of Service-Learning will do due diligence to ensure the physical and emotional safety of community-engaged students. This includes working with partners whose policies reflect the values stated in WMU policies (http://www.wmich.edu/hr/handbook/index.html)

- There is a dress code that should apply to EVERYONE: No shorts. No crop tops. No t-shirts or tank tops. No sweats. No low-cut or unbuttoned shirts. You will be working with different populations, and as in any job, you adjust to fit into the culture and environment you are entering. Err on the side of conservative dress at all times. This is both toward professionalism, and may in some cases be a matter of safety!

- All policies in the Student Code of Conduct. hyperlink

Students:

Client interactions:

- No touching—includes sitting on laps, frontal or full contact hugging, grabbing a misbehaving child, braiding hair, etc. Be mindful and respectful of others’ personal space.
- No Facebook friending with those students served, e.g. K-12 students, agency clients, etc.
- No sharing of personal email addresses.
- No closed doors one-on-one time with clients.
- No photographs at placement sites or during service-learning hours without a signed release form, available through the Office of Service-Learning.
- If working with children or justice system, background checks and drug screens must be done before semester begins.

Community Partners:
• Nondiscrimination policy: All community partners who wish to collaborate with the Office of Service-Learning are encouraged to contact the office; however, LGBT status must be included in the organization’s Affirmative Action/Equal Opportunity employer statement, prohibiting discrimination and harassment, based on sexual orientation or gender identity.

WMU Minors Policy:

It is the policy of Western Michigan University that all existing and future University programs and activities involving minors be developed and administered so as to:

• Provide safe and protective environments for participation of minors; and
• Mandate compliance with policies and requirements enacted by the Board, President, and the administration, including WMU’s Duty to Report Criminal Acts policy, the President’s Statement on Reporting Illegal and Unethical Activities, and EthicsPoints reporting procedures; and
• Require appropriate training for those WMU employees, students, and volunteers that come in direct contact with minors in these University programs and activities, which includes training on reporting of child abuse as mandated or allowed under state law.