

Off Campus Work Study Expectations

Role and Function of the Student Volunteer

Many students in this program will be experiencing their first Off Campus Work Study experience. Students should be aware of the following:

- You are a representative of the University of Dubuque while at the service learning site. You should conduct yourself with the utmost professionalism, humility, and respect for the off-campus site, staff and fellow students working at the site.
- You are a guest of the off-campus site. While there is a reciprocal agreement between you, the University and the off-campus site, the site has taken on the obligation of service. The primary concern of the site is to the delivery of services to their establishment or clientele.
- As an off-campus work study student, you are expected to adhere to the rules, policies, regulations and standards of the site. While there may be specific rules that you do not personally agree with, your primary task is to further add to and refine your academic skills in this brief experience.
- Privileges and responsibilities afforded to you by the site and the University can be revoked at the discretion of the site supervisor, Assistant Director of Student Activities, or the Department of Financial Aid, if in their professional opinion, your continued activity poses a significant detriment to the site, its mission, or the University.
- As a required portion of the Off Campus Work Study program you will attend and participate in monthly professional development meetings and reflections. Failure to attend or participate in the required activities is grounds for dismissal from the program.