Outreach Orientation
Guidelines for Community Engagement
2014-2015
Overview

 Defining Community Engagement

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 Policies

 Evaluation

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What is Community Engagement?

“An intentional and thoughtful activity to engage students toward social and political involvement to meet real community needs.”
Community Engagement

Encompasses:

- **Organizational Involvement**: joining a student group or community organization
- **Electoral Involvement**: joining an advisory board, petitioning and protesting, being an educated voter
- **Volunteering**: giving your time to serve others
- **Community-Based Learning**: integrating community service with academic study
Expectations for Serving in the Community…
Dependability

• It is important to be dependable. The individuals at the sites are expecting you to serve during the times you agree upon.

• Please let the proper individuals know if you will not be able to make it in due to illness.
Discipline

• You should not be responsible for disciplining children or individuals while at your service site. This is the paid staff’s responsibility.
• Keep in mind the difference between maintaining order and discipline.
Diversity

- People that you may be serving will be different than you in a variety of ways.
- Please respect and accept differences in age, race, religion, gender, sexual orientation, socio-economic status, etc.
- Embrace the opportunity to celebrate diversity.
Confidentiality

• Don’t share information about individuals at your site with anyone who does not have a need, or a right, to know.

• Don’t post anything on social media (Facebook, Twitter, Instagram, etc.).

• It is okay to discuss these things in the classroom setting or during reflection activities.
Mandated Reporting

• While working with vulnerable populations you are considered a mandated reporter.
• Here are the 3 instances you would have to report:
  o Someone tells you they are being hurt.
  o Someone tells you they are hurting themselves.
  o Someone tells you they are going to hurt someone else.
• If this happens please contact your site supervisor and course instructor.
Personal Safety

- Never put yourself in a situation where you feel unsafe.
- Know the difference between feeling uncomfortable and feeling unsafe.
- Please let your instructor know if unsafe situations present themselves.
Behavior

• You are expected to be on your best behavior when serving in the community.
• You are representing yourself, your faculty, as well as all current, former and future UMD students.
Dress Code

• Always dress appropriately and professionally.
• Adhere to guidelines of your specific site.
• No hats in schools.
• No advertisements for drugs/alcohol/tobacco.
• Nothing sexually suggestive.
• No cleavage, even when bending over.
• No midriffs, even when reaching up.
• All undergarments covered at all times.
Supervision

• You should **always** be working under the supervision of someone at your site.

• It is up to these individuals to make decisions regarding the people being served.

• Please **never** be alone with the population(s) you are working with; always be in sight of site staff.
Policies

• Follow all policies and procedures pertaining to your specific site.
• Follow all city, state and national laws.
• Ask your site supervisor for any rules or policies they may have.
• Please reference the Community Engagement website for additional information (www.d.umn.edu/outreach/civic).
Evaluation

• Most students are evaluated by their site supervisor. *(Depending on your faculty member, this may influence your course grade.)*
• An **evaluation form** can be found on the [Community Engagement website](#).
• These evaluations can also be helpful for future job/grad school applications.
• Please keep this in mind while serving at your site.
Contacts

**UMD Students:** Please contact your instructor.

Public Engagement Resource:  
*(Contact for questions about public engagement)*  
Kim Riordan, Associate Vice Chancellor - Academic Affairs  
kriordan@d.umn.edu

Risk Management and Community Organization Connection:  
*(Contact for risk management or establishing an agreement)*  
Bre Graber, Management Analyst  
bgraber@d.umn.edu
Those Who Can,

Duluth

www.d.umn.edu/outreach/civic