

Service Learning & Community Engagement Courses

Safety Guidelines for Students

At the start of your service placement, it's important to remember that you must take personal responsibility for ensuring your own safety and for representing Cal State East Bay in the community.



1. DO participate in orientation with the organization
2. DO make sure you know whom to contact at the site and at the University in case of an emergency
3. DO make sure you know how to exit your service site in case of an emergency
4. DO ask for help from your supervisor or another staff member at your service site when in doubt
5. DO be punctual and responsible in attendance; if you are late you may miss important safety information or other instructions
6. DO report any concerns immediately to your site supervisor AND a Cal State East Bay representative - Cal State East Bay Emergency Contacts and Reporting on Title IX



1. DON'T report to your service site under the influence of drugs or alcohol
2. DON'T give or loan money or other personal belongings at your service site
3. DON'T make promises or commitments that you cannot keep
4. DON'T give a client or organization representative a ride in a personal vehicle or ride with staff in vehicles; If possible, students should not ride in vehicles with site staff or clients. If it is not possible to maintain their own transportation to an event, students may ride with site staff only if there are more than two people in the vehicle. If the service or internship includes mobile services such that students will be in a van/vehicle to deliver services or ride with clients, please ensure there are more than two people in the vehicle. Unless necessary for the service, partner organizations and site staff cannot require students to ride with them in a vehicle.
5. DON'T use your personal vehicle to provide services for your organization, unless it is an explicit part of the service assignment approved by a CSUEB program.
6. DON'T tolerate verbal exchange of a sexual nature or engage in behavior that might be perceived as sexual with a client or community-based organization representative.
7. DON'T tolerate verbal exchange or engage in behavior that might be perceived as discriminating against an individual on the basis of her/his age, race, gender, sexual orientation, ability or ethnicity.
8. DON'T engage in any type of business with clients during the term of your service.
9. DON'T enter into personal relationships with a client, or community-based organization representative during the term of your service.

For assistance with accommodations or for any other concerns, please contact the Center for Community Engagement at cce@csueastbay.edu or (510) 885-4437.