Restricted / Sensitive Service Activities

The following activities are not permitted when participating in service learning. These restrictions are made for the safety and wellbeing of students and/or community members.

Some activities may be allowable only with advance notice if specific guidelines are adhered to. Please contact your CPS Coordinator or sl@tulane.edu with any questions.

- **Human subjects research** is prohibited, including but not limited to surveys involving human subjects research, unless prior approval is obtained from Tulane’s Institutional Review Board; students are advised to carry informational cards with researcher contact information which may be handed out to residents who have questions the student might be unprepared to answer.

- **Restricted physical activities** that include climbing ladders, climbing on rooftops, lifting more than 60 pounds, structural work, and/or live electrical work; safety instructions must be documented and delivered to students, protective gear hard hats and steel-toe shoes are recommended.

- **Issuing assignments**: Students may not assign Site’s service recipients into a certain level of programming based on Student-conducted assessments (e.g., placement of students in appropriate English as a Second Language class).

- **Political Campaigning**: Voter education programs and activities are acceptable as long as they are without editorial opinion or political skew. Activities must be aimed at educating students with respect to the political process. Students can participate in campaign work, but it must be in a campaign of their choice without the university influencing which campaigns are chosen.

- **Investigations**: Students may not: Photograph crime scenes; Write actual investigative reports; Serve subpoenas; Perform background checks (unless the CPS Partnership Committee receives more information and approves this activity based on the additional information provided); Testify in court (unless a valid subpoena has been issued)

- **Serving the Public**: Public Service credit is not issued to Tulane students for serving other members of the Tulane community (students, instructors, staff) for their or for Tulane’s benefit. Public Service benefits members of the non-Tulane community.
Private homes and one-time service sites: For student work within private homes or other one-time service sites (example: Green Light New Orleans), the CPS Partnership Committee reviews partners’ location vetting procedures based on the following questions: 1. Explain how your agency screens homes before students conduct service there. 2. Who is liable and what students should do if they are accused of stealing or something breaks? 3. Explain level of supervision. Will an agency staff person/representative be present while students serve in private homes? If not, what procedure should students take for reporting problems? Explain how many students should be present when serving in private homes. CPS Partnership Committee advises that students work in pairs or larger groups.

Neighborhood-based outreach/Canvassing: Students should be advised to familiarize themselves with Tulane University’s general safety guidelines. Partners are encouraged to notify neighborhood-based police officers, to inform students about the area in which they are working including “safe spots” (i.e. stores, etc.) where they may go if they are feeling uncomfortable, to provide students with informational cards including the sponsoring organization’s contact information and to involve neighborhood residents when engaging students in neighborhood outreach activities. (CPS retains additional guidelines for these activities)

Group Counseling and Counseling Related Guidelines a. Those involved are in compliance with licensing laws of their discipline as it relates to student learning and engagement with clients, especially clients in the mental health system. B. Clients can refuse to participate in public service activities without penalties. C. Encourage therapists to discuss the student's involvement with the group prior to the student attending group so that clients could air their concerns. D. Students should participate in structured, pre-determined ways for which they are trained ahead of time. E. Undergraduate students’ contributions should be limited to observing groups and assisting the staff facilitator in material preparation, or in carrying out a specific group activity that they have been instructed on before a group session (example, helping clients generate a list of their known triggers for relapse). F. Unless the student has specific training in whatever treatment is being offered, undergraduates should not "co-facilitate" a group.

Alcohol: Do not handle, consume, serve, sell or promote alcoholic beverages during a public service internship.

Vulnerable Populations & Supervision While working with vulnerable populations: You should be under direct supervision at all times when working with vulnerable populations. When working in a group counseling setting, your contributions should be limited to observing groups and assisting the staff in a
structured predetermined way. If you are working in a school, you should never be the only adult with a class of students. You could be liable for anything that happens when the teacher is out of the room. When tutoring students, work with them in an open area or with the classroom door open and be sure supervision is available on site. If you are working in a summer camp, maintain an intern to youth ratio <5: 1-6; 6-8: 1-8; 9-14:1-10; 15-18: 1-12 as recommended by the American Camp Association and be sure supervision is available on site.

- **Transportation and Scheduling:** As service learners, students are entitled and encouraged to schedule individual ride requests for transportation to and from their internship sites. All transportation requests should be made through Shuttles and Transportation. Students are encouraged to travel during daylight hours. Any student riding a bicycle to their service site should be familiar with bike safety guidelines and resources available through the TUPD website. Students are strongly encouraged not to drive or be driven during their public service activities.

- **Confidentiality:** Respect the privacy of all clients. If you are privy to the confidential information of people you are working with (i.e. organizational files, diagnostics, personal stories, criminal records, medical information, etc.), it is vital that you treat it as privileged information. You should use pseudonyms in your course assignments if you are referring to clients or the people you work with at the service site. Be sure to discuss the parameters of confidentiality with your supervisor during your orientation. A breach of confidentiality is a breach of professional ethics that can lead to immediate termination of the internship or possible legal action.