**Roles and Responsibilities of ACEs, Service-Learning Students, and Community Partners**

**Advocates for Community Engagement (ACEs)** coordinate the relationships between Butler University and community sites, thereby making it possible for faculty to send students to given sites. ACEs oversee and coordinate BU students at the site in collaboration with site staff. ACEs are responsible for understanding site programming and collaborating with the on-site staff in order to assure that BU students contribute in useful and productive ways. ACEs are also responsible for communicating with faculty to understand what students are supposed to be doing and to report on student participation on site.

**Service-Learning Students** provide service at sites in ways that support the mission and work of community partners and enable learning experiences that accelerate the process whereby students master the skills of their respective disciplines, enhance their understanding of personal and social responsibility, develop intercultural competencies, and foster civic mindedness.

**What Should Community Partners Expect from ACEs?**

1. ACEs are responsible for scheduling, coordinating, overseeing, and tracking service-learning students in ways that align with the site schedule and minimize the need for site staff to manage students.
2. ACEs should provide service-learning students with direction and guidance on-site to ensure that students are oriented and that their behavior and contributions align with the needs and mission of the site.
3. ACEs should regularly communicate with site staff to ensure that Butler students are contributing appropriately and to help identify any concerns or problems with the partnership.
4. ACEs should act as appropriate to resolve issues as they arise and, when needed, serve as a channel of communication to involve Butler faculty or the CCC Director.
5. ACEs should maintain confidentiality, as directed, with regard to information about clients or participants at the site.
6. ACEs may provide direct service or support site operations in the service of the partnership but only if this does not interfere with other duties.

**What Should Community Partners Expect from Service-Learning (SL) Students?**

1. SL students should follow the directions of both ACEs and site staff and actively engage in partnership activities.
2. SL students should be responsible, attend consistently as scheduled, and devote their full energy and attention to their work on-site.

**What Should ACEs and Service-Learning Students Expect from Community Partners?**

1. Community partners should provide clear communication about site schedules and needs as a basis for scheduling and planning student involvement.
2. Community partners should provide timely notice of changes and cancellations that would affect student participation.
3. Community partners should provide timely communication about any concerns regarding the partnership or student/ACE participation on site so that these concerns may be addressed as quickly as possible.
4. Community partners should maintain a safe environment for student participation, including appropriate supervision of client population and adherence to university non-harassment and discrimination policies.
5. ACEs are not employees or interns of the site and SHOULD NOT be asked to perform or be placed in the position of performing duties normally expected of trained site staff (except as noted in 6 above).
6. Community partners SHOULD NOT ask service-learning (SL) students to perform duties that should be performed by trained site staff. SL students do not necessarily have experience and should not be expected to assist in ways that require specialized training or legal protection, for example, helping clients with gait belts, driving clients without site-based insurance, or supervising children when site staff are not present.
7. Community partners may directly admonish service-learning students about problematic behavior or, with sufficient cause, ask that students be terminated from participation at the site. While, Community Partners should not ask ACES to discipline service-learning students, ACEs should support the decisions of site staff and communicate the concerns of site staff to the student, to the student’s professor, and to the CCC director.