

# TIPS FOR CASE FACULTY

## As a CASE professor, DO...

### Help build good Community Partner relationships

- Keep close track of your students' placements and what they are doing.
- Reinforce expectations of student conduct at placement sites. Student performance reflects on not only them, but you and the university as well.
- Promote and publicize CASE, to both your students and your colleagues.

### Maintain contact with CASE staff and the Career Development Center

- Talk to the Career Development Center on a regular basis.
- Ask for help when you need it.
- Anticipate and confront problems before they become insurmountable. Talk to the Career Development Center about any concern. The Career Development Center office number is 973-353-5333.

### Create a dynamic learning experience for your CASE students

- Frequently ask students how their placements are going, in and outside of class. Incorporate volunteer experiences into class discussions.
- Assign relevant projects (e.g. journal) to connect placements to coursework.
- Remember, you are as much a participant in *Community Service* as your students.

## As a CASE professor, please...

- DO NOT directly refer students to placement sites without checking to see if the agency is a registered Community Partner. If not, the Career Development Center can invite the agency to register. University policy prohibits any placement that is not at a CASE Community Partner.
- DO NOT attempt to solve any student issues on your own without the Career Development Center. The Career Development Center is the University's liaison to the Community Partners and is trained to help in these situations.
- DO NOT ignore students who register for CASE Service Placement and then fail to follow through. Students are more likely to complete the program if you show that you care.