TIPS FOR CASE STUDENTS

As a CASE student, DO…

Build a Good Community Partner Relationship
- Arrive on time and ready for work.
- Follow a dress code appropriate for your site.
- Show respect for other students, your site supervisor, the Career Development Center, and the people you are serving.
- Be aware of your place in the community and mindful that you represent the University, CASE, and yourself. Promote and publicize CASE.

Maintain contact with CASE staff and the Career Development Center
- Talk to the Career Development Center on a regular basis.
- Attend all scheduled trainings and in-services.
- Respond to requests from the Career Development Center. Return phone calls and e-mail. Complete required hours/scheduling forms.
- 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.

Remember, you are a part of CASE and a dynamic learning experience
- Ask for help when you need it.
- You are joining a Community Partner for a short period; learn what you can.
- Remember, you are involved in Community Service.

As a CASE student, please…
- DO NOT operate on your own without the CASE program. As a representative of the CASE program, be aware of CASE and university policies both through training and interaction with the staff.
- DO NOT counsel others on site. Although you may be asked for advice on an ethical or personal matter, remember, you are not a therapist.
- DO NOT be physically or verbally abusive on site. If you feel as though a situation is pushing you to your limits, take a break. Call the Career Development Center and discuss what happened. You will have a chance to vent, get support, and figure out how to avoid the situation in the future.