

# 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.