First, we would like to offer our gratitude to you and your organization for working with Maryville College students. We know that the skills they are gaining through their time with you are helping to make their classroom work even richer. We appreciate the opportunity to be co-educators, and we hope that you will contact us with any question, concern, need, or suggestion.

**Contact Information**
- Center for Campus Ministry main line: 865-981-8299
- Amy Gilliland, Director of Community Engagement: 856-981-8122; amy.gilliland@maryvillecollege.edu
- Zane Dukes, Center for Campus Ministry Program Coordinator: 865-981-8297; zane.dukes@maryvillecollege.edu
- Anne McKee, Campus Minister: 865-981-8298; anne.mckee@maryvillecollege.edu

**General Guidelines**
Maryville College commits itself to the pursuit of scholarship, respect, and integrity. It is through the lenses of these commitments that we structure our campus life. Therefore, we do not endorse any group that discriminates based on religion, race, gender, sexuality, or disability. If your organization does not support such equal opportunity endeavors, we regret that we will not be able to work with you to recruit volunteers.

**Tips for Success**
- Remember the academic calendar when working with students or faculty members. http://www.maryvillecollege.edu/academics/resources/calendar/
  - Your college student volunteers will have a fall break, a spring break, and a summer break, plus exam periods. We do ask them to notify you when they will not be with you due to breaks, but keeping the college academic calendar in mind is always a good idea.
- Use the volunteers in a sustainable way.
  - The Maryville student volunteers are great, and we know that you will want to give them more and more responsibility as you get to know their passion and skills. Still, be careful to maintain a sustainable relationship with your volunteers. If you are relying solely on MC students to run any part of your program, you might want to expand your pool of volunteers. After all, students graduate and switch sites often, and we cannot guarantee a steady flow of volunteers to your site.
  - You can depend on the students, but being dependent on them is dangerous.
- Discuss expectations early.
  - Many of the students who are volunteering through scholarships have a formal process for discussing the expectations, goals, and volunteer schedule. Please make time for this process, and set clear, descriptive goals and responsibilities. For students who are not involved in a scholarship program, having a discussion or creating a similar agreement is helpful. The Center for Campus Ministry office can supply you with a generic Community Learning Agreement to use with your MC volunteers.
Once you have had this discussion, please stick to the agreed roles. Often, a student begins volunteering under the agreement that he or she will do one type of work, only to be pulled away to do other tasks more often. Please be honest about your needs and expectations, and make sure that your volunteers are aware, *up front*, about their role within your organization.

- **Stay in touch.**
  - If you have a student who you are expecting and he or she fails to show up for a prolonged period of time, or if you experience other problems with a student’s performance, please contact our office and let us know. We will contact the student and try and resolve any issues.
  - Ask your volunteer for feedback regularly. These students have fresh perspectives and can bring good insights to your organization. They are learning skills and theories in the classroom that may be beneficial to your agency.

**Three Models of Engagement**

Currently, three different levels of collaboration exist between Maryville College and its community partners. Please refer to the document *Three Models of Community Engagement at Maryville College* for detailed explanations of these models.

**Co-Curricular Engagement**

- **Scholarship Students**
  - Bonner Scholars – These students are required to complete ten hours of work each week. Many have multiple sites, so they may not do all of the hours with your organization. If you have Bonner Scholar volunteers, you will be asked to complete a Community Learning Agreement together. You will also be sent an evaluation of the student at the end of each semester. Maryville College currently has 59 Bonner Scholars.
  - Bradford Scholars – These students are required to complete six hours of weekly service in the field of Adult Literacy. In total, five Bradford Scholarships are awarded each year.
  - Church and College Scholars – These students are to hold a leadership or service role within a local church and should complete three hours of service each week.

- **Club Students**
  - Some clubs, such as Habitat for Humanity, Circle K, and the Student Literacy Corps Club exist mainly to organize students around service. Other clubs, such as the Spanish Club or Young Democrats / Republicans may do service projects, but their main mission is focused elsewhere.

- **International Students**
  - Many of our international students are required to do a number of hours for their Visa. You may be asked to verify the number of hours a student has worked for your agency.

- **Other**
  - Still, some students simply care about service and choose to make it a priority outside of any formal commitment to an organization.
Service-Learning
In Service-Learning, your key contact will be a faculty member. This type of service seeks to help meet learning objectives of a course, so the service project will differ with each course. You may be asked to sign hour logs, complete a learning agreement, or evaluate students.

Please remember that your needs are important, too. All relationships require compromise, but do not let needs of Maryville College supersede your own. Be open with your faculty contact; if a project will only make more work for you and does not meet any of your organizational goals, keep discussing and find something that is a good fit for everyone.

Community Based Research
With Community Based Research, your needs take the lead. CBR projects by nature are generated by the community and not by the academy. If you have a research question that you lack the resources to answer, we will do our best to pair you with a faculty member or a student to help complete the project.