

*Community-Based Learning*  
— BONNER —  
**CENTER FOR CIVIC  
ENGAGEMENT**  
U n i v e r s i t y o f R i c h m o n d

*Tips for a successful CBL experience,  
By Thais Diaz Montalvo*

1. Choosing your site:

You will receive a list of organizations that collaborate with our program. Please, review it carefully and identify at least 3 sites in which you would like to work. Verify means of transportation. If you don't have a car, get familiar with options provided by UR such as Service Shuttle, Downtown Shuttle, and ZipCar.

ZipCar takes some time to be approved after registration, plan accordingly if this is one of your options.

2. Contact coordinator:

Some prefer to be contacted by email. Your contact might respond promptly or not, following up is important. Make sure you're clear about start/finish date. In case of doubt getting started or completing the hours, notify your professor immediately.

3. Dress code:

This experience will provide you an opportunity to become part of your site's work with the community. Dress accordingly. Avoid looking too casual such as wearing flip-flops. Ladies should not wear short skirts and should cover shoulders.

4. Requirements:

Some sites can request you an interview, background check, orientation and/or training. Make sure you have time to complete this part of the process.

5. Schedule:

Be on time for work. Some sites might require more than 20 hours, as they see this opportunity as a one-semester commitment. If you are not willing to do this, then choose another site.

#### 6. Final Project:

If you are planning to take pictures on your site, make sure you request permission and verify any copyright or confidentiality issue. For more information, ask your professor.

#### 7. CBL courses:

If you're taking more than one course with a service-learning component, please notify your professors. Overlap projects will be evaluated on an individual basis and will only be allowed if both courses objectives can be fulfilled.

#### 8. Career Services:

This experience should be included in your Resume or CV. For more information: <http://careerservices.richmond.edu/>

#### 9. Initiative:

After several visits you may identify things that you can do to help. Be proactive, talk with your coordinator about your ideas. Value your time, effort, and your contribution, including office work. Every single task is important.

#### 10. Concerns:

Any concern related to safety or any other issue, should be notified to your professor immediately.