

Suggested Script for Initial Meeting with CCE Students

Today's Date: _____

Student Name: _____

Student Major: _____

Course Number (if applicable): _____

Number of Hours Required (if applicable): _____

Student Phone: _____ Student Email: _____

What is the method of communication they prefer you use to contact them? _____

Whom may I contact on behalf of the student in case of emergency?

Name/Relationship: _____

Phone: _____

What conflicts in scheduling might the student have this semester?
(days/times they are unavailable):

What is the student's expected schedule at my agency this semester?

What are the students interests, goals, and special talents (for example, they enjoy photography, have experience working with children, they play the piano, they have skills in web-design, etc.):

We have discussed the following details about the students volunteer placement or service learning project:

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I have reviewed the following issues with the student during our initial meeting:

- I have exchanged contact information with the student
- My expectations for Dress Code, Punctuality, and Professionalism
- Emergency Procedures for my agency
- Rules, Regulations, and important policies at my agency
- Office protocol and procedures (if working with others in the office)
- Client confidentiality (if applicable)
- I have given the student a tour of my agency and introduced them to office staff
- I have retained a copy of the student's school/work schedule if desired
- I have retained a copy of any documents I require to be on file for the student (driver's license, etc.)
- I have retained a copy of the student's completed Pink Project Acceptance Contract
- I have contacted Alexis McMillen, Program Coordinator at the CCE if I have ANY questions during our interview (304-293-8761 or alexis.mcmillen@mail.wvu.edu)