

Service-Learning Communication Tips

- If you are working in a group, choose a partner liaison to be the main point of contact with your partner.
- Figure out what days/times during the business week (M-F, 8am-6pm) that your whole group is available to meet **before** contacting your partner.
- When using email, you should cc your group members
- When contacting your partner, send an email, if you don't get a response in two business days, make a phone call (leave a message if necessary), if you don't get a response within two business days, contact the Center for Community Engagement at serveandlearn@mail.wvu.edu or 304-293-8761.
- **Be confident and professional** when contacting and working with your community partner! You are providing help for them that they may not get any other way and they appreciate your help. However, they often have many different things happening and they may take time to respond. Your placement is a safe and structured way for you to learn and have new experiences outside of the classroom so don't be afraid to express your ideas and make your unique contribution. Remember, always do so in a respectful, tolerant, and appropriate way.
- The Center for Community Engagement will be checking in with your group and your partner throughout the semester, so **let us know if you have questions or concerns**. We can support your efforts by mediating and assisting with communications.

For more information, contact:

WVU Center for Community Engagement
Melissa A. Calabrese
Academic Community Engagement Coordinator
(304) 293-8762 office
serveandlearn@mail.wvu.edu