### DESCRIPTION OF DEPARTMENT:
The East Los Angeles Community College, Department of Life Science offers a unique combination of both academic (transfer) and occupational (vocational) courses to enable students to attain a high level of competence in the biological sciences and related allied healthcare fields. Many of these offerings are organized into functional Skills Certificate, Certificate of Achievement and Associate Degree programs.

### PURPOSE OF VOLUNTEERS:
SVN Volunteers will assist the Instructors with various aspects of student instruction within the appropriate permitted scope of duties and responsibilities. Student volunteer may assist enrolled students in their laboratory course work, but may NOT substitute a staff member.

### SUPERVISION:
The SVN volunteer will assist the instructor with enrolled students course work ONLY under direct supervision. Volunteer Students instruction will be LIMITED to those activities listed below, and will also be restricted and based on specific orientation and approval of the course instructor and/or SVN volunteer Program coordinators.

### TRAINING:
- Volunteers Orientation training.
- Volunteers Conduct, Ethic, and Professional training
- Prior completed course work in the assigned volunteer lab course with a minimum earned grade of B.

### REQUIREMENTS AND QUALIFICATION:
- College Student, enrolled in East Los Angeles College
- Minimum 18 years of age with a sincere desire to become a PA, NP, RN, MD or science related field.
- Minimum of 3.0 College GPA
- Must be able to volunteer a MINIMUM of assigned lab hours for one semester.
- Prior course work in the lecture and lab you desire to volunteer for with a minimum earned grade of B.

### HOURS/DESIRED VOLUNTEER COVERAGE:
The Department of Life Sciences SVN Volunteer Program is a volunteer opportunity with shifts available Monday thru Saturday, during scheduled lab section hours.

### VOLUNTEERS CAN:
The primary responsibility of the volunteer is to volunteer in the Department of Life Sciences under the supervision of the course instructor by assisting with student laboratory course work:
Volunteers will primarily:
- Assist in all areas of the course laboratory limited to the instructor’s direction.
- Gather supplies for the daily course procedures limited to the instructor’s direction.
- Assist with clerical work that only pertains to the laboratory course assigned.
**Always identify yourself to staff and students and always remember to be professional.**

**Good work ethic and acceptable attendance**

**Assist students to develop a better understanding of in-class laboratory safety and course work.**

**MUST WEAR PROPER SAFETY ATTIRE THAT IS REQUIRED BY THE SPECIFIC COURSE, AT ALL TIMES.**

**Provides positive feedback on the student’s progress and encourages the student’s continued focus on academic excellence. You need not know every answer; but you MUST know how to get back to the student with a solution to their problem, through research and/or teamwork!**

**VOLUNTEERS CAN NOT:**

- Discuss grades earned by students. Only the instructors can discuss and assign grades.
- Handle or transport any chemical(s) or corrosive items
- Obtain signatures or witness documents
- Lift heavy objects
- Offer private tutoring for the assigned volunteer course.
- **ASSIST IN ANY FASHION, MANOR, SCHEME WITH THE INTENT TO ASSIST A STUDENT(S) TO CHEAT, COPY, OR ALLOW UNPRIVILGED INFORMATION TO BE KNOWN. THE VOLUNTEER WILL BE TERMINATED FROM THE PROGRAM AND BARRED FROM ANY FUTURE PARTICIPATION IN THE SCIENCE VOLUNTEER NETWORK PROGRAM. You will be reported to the Department Chair and Dean of the college.**

**SIGNATURE:**

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<td>Volunteer: Print name:_________</td>
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<td>Volunteer Emergency Contact:__________________________</td>
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