

II. Supervisor Responsibilities

1. The supervisor contract outlines the responsibilities for each CSER supervisor. Each supervisor must agree by electronic signature to the following guidelines:
2. As a CSER Supervisor of Liberty University students I:
 - a. Agree to read and abide by the CSER Supervisor Policy (link provided).
 - b. Understand that each student is required to serve a minimum of 20 hours per semester to receive a passing grade, and will provide adequate opportunity for each student to fulfill this requirement.
 - c. Understand that if I require more than 20 hours over the course of the semester, I will inform students of this before they enroll.
 - d. Understand that it is my responsibility to communicate with every student at the beginning of the semester when they should report to begin their CSER. I will immediately contact any student that fails to show up.
 - e. Agree to properly orient each student volunteer with regard to the overall mission of my organization as well as legal matters, issues of confidentiality, emergency protocol, and any other matters of importance.
 - f. Understand that students are not to receive academic credit, scholarship, or monetary compensation for the work that they do for CSER credit.
 - g. Understand that students are ineligible to receive CSER credit if they are employed by my organization or department.
 - h. Understand that the student to supervisor ratio should be no greater than 50:1.
 - i. Agree to complete the online evaluation form with the student and assign a final grade in a timely manner after the students have fulfilled their required hours.
 - j. Agree to hold students accountable to their commitments in order to aid their learning of time management and integrity.
 - k. Agree to address any problems between the student and me with the student first. If my efforts do not resolve the problem, I understand that I should contact LU Serve for assistance.
 - l. Agree to notify the LU Serve office in the event that I will no longer be serving as a CSER supervisor.
 - m. Understand that should I violate any part of this contract, I may forfeit the privilege to supervise CSER students.