IU Service-Learning ACE Hours policy

Purpose: Clarifying and establishing expectations for hours ACEs work with their agencies

Advocates for Community Engagement (ACE) receive scholarships from the Cox Scholar Program to support service-learning through IU. Under the terms of their scholarships, ACEs are required to work 120 hours per semester.

To meet the expectations of the scholarship and the ACE commitment to their agency, the IU Service-Learning Program articulated this policy:

**Agency Hours:** ACEs and agency supervisors should establish a regular schedule of 8 hours a week. These hours are to be worked on-site at the agency, unless arranged differently with the agency supervisor. ACEs will work 15 weeks per semester, exclusive of university breaks and finals week.

**ACE Training and Event Hours:** The Service-Learning Program schedules training and events for ACEs throughout the semester, for a total of 15-30 hours per semester, heavier on some weeks than others. These events will not count against scheduled hours at the agency.

**Notes:**
- **Time off should be decided in advance** with agency supervisor whenever possible.
- **ACEs should not cancel shifts** at the last minute or change their schedule except in emergency situations, with permission of agency supervisor.
- Off-site work should be minimal and only permitted with agency supervisor agreement.
- If ACEs work more than 8 hours a week during busy periods, they should discuss which days are appropriate to lighten their schedule in the future.