

## SERVICE LEARNING PARTNERSHIP AGREEMENT

Student Name: \_\_\_\_\_

Student phone: \_\_\_\_\_ Student e-mail: \_\_\_\_\_

Agency: \_\_\_\_\_

### Part I: Students are expected to:

- Abide by the Service Learning Code of Professional and Ethical Behavior.
- Fulfill the minimum requirement of service hours listed in the syllabus during the semester in which the class is taken.
- Communicate with the Service Learning liaison and site supervisor about any scheduling changes.
- Fulfill all agreed upon duties and responsibilities at the service placement.
- Be open to learning about cultures and lifestyles that are different from their own.
- Speak with their supervisor and/or instructor if uncomfortable or uncertain about what they are to do while at their site.
- Respect the confidentiality of the people served.
- Participate in the evaluation process at the beginning and end of the semester.

### Part II: Community Partners are expected to:

- Communicate with the Service Learning liaison about available service hours.
- Orient students to the agency's mission and goals so that they may better understand their role within the agency.
- Provide work that is significant and challenging to the students, as well as conducive to learning and reflection.
- Provide training, supervision, feedback, and resources for the students to succeed during their service experience.
- Ensure a safe work environment and reasonable hours for the students to perform their service.
- Hold students accountable for completing the minimum requirement for service hours.
- Complete a Service Learning Placement Contract with each student at the beginning of the semester and a Service Learning Placement Work Assessment at the end of the semester.

### Part III: Agreement

Please indicate and record your consent by signing below. Please retain copies for your own records. Students should submit a copy to the instructor as soon as possible.

\_\_\_\_\_ Students check here if you are willing to allow your journal entries and any other reflections on the work of the agency to be shared with a representative from the agency.

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor signature: \_\_\_\_\_ Date: \_\_\_\_\_