

## SERVICE-LEARNING CONTRACT\*

\*THIS CONTRACT SHOULD BE FILLED OUT DURING YOUR ON-SITE ORIENTATION WITH YOUR SITE SUPERVISOR.

<b>Contract Due Date:</b>	<b>Minimum Hours Required:</b>
<b>Student Name:</b>	<b>Student ID:</b>
<b>Course/Section:</b>	<b>Course Instructor:</b>
<b>Community Site/Agency:</b>	<b>Site Supervisor:</b>
<b>Service-Learning Position:</b>	

### Course Learning Objectives (See your syllabus)

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### Student's Responsibilities to the Community (To be filled out with supervisor)

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### Regular Weekly Service Schedule (To be agreed upon with supervisor)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

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## STUDENT AGREEMENT:

*Please check off or initial each item to verify completion and/or agreement.*

I, \_\_\_\_\_ (student name), hereby acknowledge that I have attended an on-site training/orientation provided by the aforementioned community site/agency.

My site supervisor and I have:

- Reviewed the learning objectives** for my course
- Determined the responsibilities to the community** that I will fulfill over the course of my commitment to this agency
- Determined a regular weekly service schedule** that I will adhere to so that I will complete my service in a timely fashion

### Student declares and also agrees to the following:

- I will comply with agency policies, standards, and regulations and serve in a professional manner with respect for others, especially with regard to agency policies regarding issues of confidentiality.
- I agree to honor the minimum hourly commitment required for the service-learning component of my class, as well as any of the additional training and/or time requirements of my service-learning site as detailed by the course syllabus and the community agency representative.
- I have familiarized myself with and am held responsible for knowing the information that is contained in the Online Service-Learning Orientation.
- I will contact the Service-Learning Coordinator or my professor if I have concerns, difficulties, and/or feedback about this agency or placement.

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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## SITE SUPERVISOR AGREEMENT:

*Please check off or initial each item to verify completion and/or agreement.*

I, \_\_\_\_\_ (supervisor name), hereby acknowledge that \_\_\_\_\_ (student name) is adequately oriented to \_\_\_\_\_ (community site/agency).

I agree to:

- Provide adequate training and supervision for the service-learning student
- Provide responsibilities for the student that meet the stated learning objectives for the student's course
- Complete necessary service-learning forms by the due dates (learning contract, time log and community feedback form)
- Contact the instructor or service-learning coordinator should I have any concerns about the service-learning responsibilities or student.

**Supervisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_