SERVICE LEARNING CONTRACT

Course: _____________________________________  Instructor: _____________________________________

PERSONAL INFORMATION

Name: _____________________________________  Student ID #: _____________________________
Phone: _____________________________________  Email: _____________________________________

PLACEMENT INFORMATION

Agency/Organization: _________________________  Phone: _________________________
Agency Supervisor: __________________________  Title: _________________________
Service will begin on ______________ (date) and will end on ______________ (date).
I will work _________ hours a week on ___________________ (days, i.e. Mondays, Wednesdays).

Please give a brief description of the work that you will be doing, enumerating your role and specific duties. Attach a job description to the contract, if you have one. Please continue on the back of this page if you need more space.

What do you hope to learn from this experience relative to what you’re learning in class? List three specific goals that you will achieve by the end of the semester. Please continue on the back of this page if you need more space.

*STUDENT: When signing the Service Learning Contract, you agree to assume the responsibilities listed for your role:

1. Perform to the best of my ability those tasks assigned by my Supervisor which are related to the Learning Objectives and the on-the-job responsibilities of this position.
2. Know that it is my responsibility to be sure that the specific work that I am doing with the agency fulfills course requirements and that I must be the one to take action and speak with the agency and faculty immediately if I find this not to be the case.
3. Follow all the rules, regulations, and normal requirements of this placement’s organization.
4. Notify the Center for Service Learning and my faculty of any changes I need to make to this agreement or of any problems that may develop during the on-the-job experience.

**AGENCY SUPERVISOR: When signing the Service Learning Contract, you agree to assume these responsibilities:

1. Provide appropriate orientation and training to students for the work that they’ll be expected to complete.
2. Provide supervision in the performance of the on-the-job duties.
3. Sign weekly forms for students that indicate the number of hours they’ve completed.
4. Try to resolve any issues which may arise with the student but also call Melissa Nix at the Center for Service Learning 303-458-4217 if any assistance in working with students is needed.
5. Complete an Agency Supervisor Evaluation of the student’s performance during the placement so that the faculty can evaluate both field and academic sides of the student’s work.

___________________________________  __________________________________
Student*     Agency Supervisor**