

## Service-Learning Agreement

This agreement confirms that the service-learning student and community agency supervisor agree to the expectations outlined on the next page, and that they intend to accomplish the following goals:

**Learning Goals:**

**Service Goals:**

**Timing (days, hours, duration):**

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*Please read the Expectations on the next page before signing.*

**Student**

**Community Agency**

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(Student name – print)

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(Agency name – print)

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(Student email)

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(Agency contact person - print)

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(Student phone)

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(Contact person phone/email)

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(Student signature)

(Date)

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(Contact person signature)

**Faculty Contact:** Name:

Email:

Phone:

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## **Expectations**

### **The Student Will:**

1. Accomplish agreed assignments that meet the needs of the agency and its clients.
2. Be responsible for the agreed service hours, and call ahead if going to be late or unable to attend a scheduled shift.
3. Follow all policies of the site, including health and safety precautions and confidentiality.
4. Not work in a room alone with a child or other client, or transport a child or other client, unless specifically screened and cleared to do so by the agency.
5. Notify the supervisor and/or teacher of any problems, concerns, or changes.
6. Other:

### **The Community Site Supervisor Will:**

1. Involve the student in assignments that support the learning goals, insofar as possible.
2. Provide orientation and training.
3. Have clear risk-management and personnel policies and procedures in place, and include these in student training.
4. Provide a supervisor to guide and evaluate the student.
5. Clarify procedures for the student to report problems, to get assistance, and to make suggestions.
6. Keep a record of student hours, and complete an evaluation form, if provided.
7. Notify the student and/or the teacher of any problems, concerns, or changes.
8. Other

***Please make sure that the student, the agency, and the teacher have copies of this Agreement.***

For more information about service-learning, contact:

Volunteer Insights

541-385-8977

[www.volunteerinsights.org](http://www.volunteerinsights.org)