

Service Learning Agreement

I, _____, realize that by choosing to participate in a service learning component of _____, at Owens Community College, for the _____ semester, I will act responsibly and agree to the following conditions of this service learning agreement:

(Name of Service Learner)

(Name of Course)

(Season/Year)

- to be punctual and conscientious in my attendance for the duration of my service learning placement. I will notify my supervisor in advance if I am unable to participate as scheduled;
- to consider as confidential all information concerning other people, employees, and agencies/organization;
- to make my work the highest quality and accept supervision graciously;
- to conduct myself with dignity, courtesy, consideration and in a professional manner;
- to notify my professor and/or the Service Learning Center of any problems, emergencies, safety hazards, concerns or suggestions regarding my activities;
- to complete all assignments stated in the course syllabus relating to my service learning requirement which would include my reflection and service activities;
- to actively pursue meaningful learning experiences that relate to my service learning course material while serving at my placement by asking questions and searching for answers through experiences gained by service activities, conducting interviews, participating in special activities of interest, etc.;
- to use the forms provided by the college and instructor to plan, monitor and evaluate my service learning placement;
- to fulfill my hour requirements with the agency even if it is less than the class requirement;
- to arrange my own transportation to and from this activity unless other arrangements can be made with my agency supervisor or university;
- to notify my agency supervisor and instructor of the termination of my service to the placement if I cannot fulfill my hour requirement because of circumstances which are beyond my control.

The service agency or organization and its designated supervisor understand and agree that they are:

- to plan for and monitor the student's(s') service learning placement using the forms provided by Owens Community College and the professor;
- to orient the student to the overall operation of the agency and its role in addressing social issues and needs;
- to designate a qualified person to supervise the student's(s') time, activities and learning and to evaluate the student's(s') performance;
- to introduce the student to appropriate staff and orient them to their tasks and roles and ensure all available learning opportunities relevant to the student(s) course material;
- to provide adequate initial training/direction to the student so that they feel comfortable with the assignment and can proceed with appropriate independence;
- to help the student(s) gain experience and knowledge relating to the course objectives designated for the placement by the professor (the professor and community partner will assess the learning opportunities available at the placement and assign course objectives for the student accordingly);
- to contact the professor and/or Service Learning Office should a problem arise with the student's (s) performance;
- to assist the course instructor in assessing the student service learning performance by completing an evaluation form supplied by the professor and/or Service Learning Office.

The faculty member integrating service learning into her/his course understands and agrees that they are responsible:

- to work collaboratively with the community partner to arrange the service placement and assign student(s) to the agency;
- to provide adequate orientation to service learning pedagogy, the partnering agency and the connection between the agreed upon service and course goals;
- to monitor the student's(s') progress in the agency through on-going communications with the student(s) and site supervisor;
- to facilitate solutions to problems which may arise in the service learning placement;
- to review the agency's evaluation of the service learning experience and student(s).

The undersigned participants in this service learning program do agree to the terms and expectations of this service learning agreement:

Service Learner

Date

Faculty Member

Date

Agency Supervisor

Date

The original document should be sent to the faculty member. Each party should retain a copy

