**SMSU Service-Learning Agreement**

This form should be completed before students begin their service-learning project. Students are responsible for obtaining all signatures and providing one copy to faculty, the Center for Civic Engagement, and the Service-learning Site Supervisor by \_\_\_\_\_\_\_\_ (date determined by instructor of course). Students will keep the original.

Semester/Year: Today’s Date:

Course Number and Title: Faculty:

Community Partner/Site: \_\_\_\_\_\_\_\_

Community Partner/Site Supervisor Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Community Partner/Site Contact Information: Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Total Service-learning Hours required: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (hours)**

**Start Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ End Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***Student Role:***

* Be aware of the organization’s needs and provide assistance where and when needed, fulfilling time and service obligations.
* Contact the agency to arrange initial meeting to discuss service-learning hours and project. (In some cases, instructor of course me make initial contact with sites.)
* Submit necessary paperwork: Service-Learning Agreement, Media Release, Service Learning Final Evaluation (Copies should be submitted to the Center for Civic Engagement, your Instructor, and the Community Partner/Site Supervisor. Student will keep original.) )
* Adhere to organizational rules and procedures, including confidentiality of organization and client information.
* Periodically reflect upon and re-evaluate the service experience keeping in mind the objectives of all parties involved.
* Operate with integrity and professionalism at all times; which includes being punctual, meeting deadlines and being open to supervision and feedback which will facilitate learning and personal growth.

***Faculty Role:***

* Provide students with structure and guidance to process and reflect upon service learning experiences.
* Assist students in connecting their service learning experience with course learning objectives.
* Participate in evaluation process.

***Community Site Supervisor/Organization Role:***

* Provide service-learning opportunities that are significant and/or challenging to the students, relevant to course learning objectives, and address community agency’s goals.
* Provide training, supervision, feedback, resources and sufficient information about the organization to aid in the success of students’ service-learning projects.
* Participate in the evaluation process.

***Center for Civic Engagement:***

* Serve as a liaison between the organization, students, and faculty.
* Provide necessary contract/evaluation forms prior to beginning the service-learning experience and at its conclusion. Collect all paperwork, including: Service Learning Agreement, Media Release, and form, Service Learning Final Evaluation Form

**Primary Course Learning Objectives Related to Service Project:**

Students complete. (Refer to your course syllabus for learning objectives.)

1.

2.

Other objectives:

**Primary Organization Service Objectives:**

Students complete with Site Supervisor service-learning supervisor.

1.

2.

Other objectives:

**Project Description** (Defined by the Community Site Supervisor, Instructor and Students. Please describe the specific service role, tasks, etc. that the student will be expected to fulfill.)

I have read and understand my role as outlined in this document. I commit to fulfilling my part of this service-learning partnership. I understand that this partnership is meant to further SMSU student learning and meet the community site/partner goals.

INSTRUCTOR SIGNATURE COMMUNITY site/PARTNER SIGNATURE

CENTER FOR CIVIC ENGAGEMETN STAFF SIGNATURE STUDENT SIGNATURE