

FORM A

### Student Service-Learning Agreement

*(Student is responsible for filling out and retrieving signatures. Student must return complete form to instructor.)*

Student Name: \_\_\_\_\_ Community Site: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Site Phone: \_\_\_\_\_  
 Local Address: \_\_\_\_\_ Site Address: \_\_\_\_\_  
 Email \_\_\_\_\_ Site Supervisor: \_\_\_\_\_  
 Service Learning Course: \_\_\_\_\_ Instructor/Advisor: \_\_\_\_\_  
 Semester \_\_\_\_\_  
 I am required to complete \_\_\_\_\_ hours of service.

My responsibilities and tasks will be (please list):

Starting Date: \_\_\_\_\_ Ending Date: \_\_\_\_\_ Hours of Service: \_\_\_\_\_

**Student Agreement:** In my service-learning commitment to the above named organization, I agree to:

- a) Attend any orientation or training, and serve my scheduled hours, as agreed upon with my site supervisor.
- b) Contact my site if I am unable to make my normal scheduled hours.
- c) Act in a professional manner, serving as a member of South Suburban College
- d) Complete all required paperwork and assignments related to this service-learning project
- e) Notify my site supervisor if there are any problems I am having at my site.
- d) Keep track of my hours and complete the required number of service hours for the course.

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

**Site Supervisor Agreement:** As a community partner of South Suburban College, I agree to:

- a) Acknowledges service work is being done for course credit and discuss learning objectives with the student.
- b) Provide the normal training and supervision provided for any volunteer service.
- c) Place students in service work that is complementary to their course work.
- d) Be available to discuss problems and communicate agency information
- e) Keep in contact with South Suburban College faculty member and provide feedback on student performance

\_\_\_\_\_  
**Site Supervisor Signature** \_\_\_\_\_  
**Date**

**Faculty Agreement:** As the faculty member utilizing service-learning at South Suburban College, I agree to:

- a) Provide guidance to help students relate service work with course work
- b) Provide reflection opportunities and assignments to allow students critical reflection on community issues.
- c) Communicate with students regarding service work on an on-going basis

\_\_\_\_\_  
**Faculty Signature** \_\_\_\_\_  
**Date**