Coe College Student Service-Learning Community Partner Agreement

Complete this sheet before you start your service-learning hours. Students are responsible for obtaining all signatures and providing one copy to the Community Partner and the Office of Service-Learning and Leadership Instructor. Form should be completed and given to appropriate parties by Tuesday, October 6th.

General Information:

Community Agency: _____
Supervisor: _____
Phone Number: _____
Email: _____
Minimum Weekly Time Commitment for Each Student: ___ hours *(Total Hours should be 20 hours by December 10th)*
Begin Date:_____ End Date: _____

The following statements affirm the responsibilities for each of the parties involved in this community partnership. Each signature at the bottom of the page confirms that each partner has read, understood and accepted this agreement.

Community Agency Agrees To:

- Provide member with orientation, training, and on-going support / supervision
- Monitor member's hours and report to the Office of Service-Learning and Leadership if needed
- Address challenges and / or concerns with the Office of Service-Learning and Leadership and the student
- Engage student in meaningful work that is beneficial to both the student and the agency
- Support student by being realistic about their expectations (i.e. semester time frame, student's employment schedules etc.), being receptive to the ideas, opinions, concerns, and questions of the student.
- Recognize their role as co-educators in the service-learning process by engaging students in conversations that promote critical thinking skills development as well as participating in the student's reflection by offering reflection opportunities on-site and participating in sessions on-campus

Coe College Student Agrees To:

- Respect and abide by the community organization's guidelines and policies.
- Establish and fulfill a set schedule for service. Which includes, discussing any school holidays or breaks with the community partner before the start of service and will notify supervisor if I am must be late or absent
- Understand the expectations and goals of the service-learning opportunity.
- Address challenges and/or concerns with the Office of Service-Learning and Leadership and the community partner
- Attend an agency orientation or training session before they begin their service learning
- Communicate with their on-site supervisor regarding performance feedback, project responsibilities, and reflection
- Complete appropriate paperwork for the community agency and service-learning requirements

Office of Service-Learning and Leadership Staff:

- Serve as a liaison between the community agency and the student
- Provide support and guidance for any challenges and / or concerns that may arise
- Provide service-learning orientation and reflection for student on campus

_____
Student Name (Print) Student Signature Date

_____
Community Agency Supervisor Name (Print) Community Agency Supervisor Signature Date

_____
Office of Service-Learning and Leadership Staff Name (Print) Signature Date