

Community-Engaged Learning Agreement – *Course and Partner Names*

What is Community-Engaged Learning?

Community-Engaged Learning is a teaching method that combines community engagement with academic instruction as it focuses on critical, reflective thinking and civic responsibility. Community-Engaged Learning programs involve students in organized community work that addresses local needs, while developing their academic skills, sense of civic responsibility, and commitment to the community (adapted from Campus Compact National Center for Community Colleges).

The Community-Engaged Learning contract is designed to:

- Clarify the activities in which the students will be involved in the organization in relation to the learning objectives. Establish logistics for this involvement.
- Ensure that both the faculty members and the organization are aware of their responsibilities as partners of the service-learning project.

The course faculty and the community organization contact should review and complete this document together, using it as an opportunity to clarify roles and responsibilities. After completion, the faculty member and community contact should each retain a copy, and should forward a copy to Meghan Doran, Assistant Director for Service-Learning:

Meghan.Doran2@Simmons.edu

Simmons Community Engagement - Main College Building, E304

Part I: Contact Information

Course Contact:

Primary Contact:

Email:

Phone:

Best Way to Reach: Email or phone is fine.

Organizational Contacts:

Primary Contact:

Email:

Best Phone:

Best Way to Reach:

Secondary Contact(s):

Email:

Best Phone:

Best Way to Reach:

Part II: Service

Logistics

1. Orientation

Does your organization require a CORI check? Is there other paperwork that needs to be filled out before their first volunteer session? What is the most efficient way to get that done?

2. Student Volunteer shifts

3. Cancellation and Snow Policies

Volunteer Activities

Part III: Learning

Course Overview:

Goal/Purpose of Service Learning Component:

Course Learning Objectives:

Community-Engaged Learning Project:

Part III: Project Completion and Assessment

Both the faculty and partner can expect a mid-semester check-in from Simmons Community Engagement. Simmons Community Engagement will also send the partner a survey about their experiences at the completion of the semester. This survey will not be used to evaluate students.

Part IV: Agreements

The following statements affirm your responsibilities for each of the people involved in this community partnership.

As a **Simmons Professor**, I will make my expectations for service-learning clear to each student; I will give appropriate time and effort to effectively help the student(s) learn from their community placements, and I will give feedback as appropriate; I will address challenges and/or concerns with the student, Simmons Community Engagement, and/or the community supervisor as appropriate; I will incorporate service-learning reflections and projects into course evaluation.

Professor Signature: _____ Date: _____

As a **Community Supervisor** I will make the organization's guidelines and policies clear to the student; I will facilitate the clearance and training necessary for them to volunteer with our organization; I will assist students in scheduling their volunteer time as needed; I will contact the student, professor or Simmons Community Engagement as appropriate should I have any concerns about any aspect of student participation with my organization.

Community Supervisor Signature: _____ Date: _____

Support: Simmons Community Engagement is available to support faculty, partners and students in this endeavor. Please feel free to reach out at any time:

Meghan Doran, PhD, Assistant Director for Service-Learning

Meghan.doran2@simmons.edu

617-521.2235