Service-Learning Agreement

What is Service-Learning?
Service-learning is a teaching method that combines community service with academic instruction as it focuses on critical, reflective thinking and civic responsibility. Service-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 Service-Learning contract is designed to:
- Assist the student and agency in understanding the learning objectives for the course.
- Clarify the activities in which the students will be involved in the agency in relation to the learning objectives.
- Ensure that both the student and the agency are aware of the responsibilities as partners of the service-learning project.

Students and Co-Educator/Supervisor should review and complete this document together. After completion, the student, Co-Educator, Faculty and Scott/Ross Center should retain a copy.

Return a completed copy two weeks after the start of your service-learning placement to:

Meghan Doran
Assistant Director of Service Learning
Scott Ross Center
Main College Building, E103

Part I: Contact Information

Student Name:  
Student Email:  
Student Phone:  
Community Organization:  
Organization Address:  
Phone:  
Fax:  
City:  
State:  
Zip:  

Undergrad  
Graduate  
Major/Program:  
Community Co-Educator/Supervisor:
Community Co-Educator Title:
Community Co-educator Email:

Simmons Professor:
Course Title:
Class Time: Section:
Time Commitment Required by Professor: (Hours/semester Total; Days per week/month)

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**Part II: The Collaboration**

**Course Learning Objectives:**
What objectives has your professor outlined for your course?

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**Student’s Personal Learning Objectives**
What goals do you have for your placement that reflects your personal and academic growth?

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**Agency Activities**
What will you be doing that will meet your course objectives?

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**Integration**
How will you connect your activities in the agency to your course content and vice versa? Refer to your syllabus for reflection opportunities.

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**Part III: Agreements**
The following statements affirm your responsibilities for each of the people involved in this community partnership. Each signature at the bottom of the page confirms that you, your community co-educator, and your Simmons professor have read, understand, and accept this agreement.

As a **student**, I will respect and abide by the organization’s guidelines and policies; I will discuss any school holidays or breaks with the community co-educator at the start of the placement, and I will notify him/her if I must be late or absent; I understand my commitment to the organization and the community co-educator, and I will be dependable; I understand the expectations and goals of the project I will complete; I will address challenges and/or concerns with the Scott/Ross Center and the community co-educator; I am responsible for making sure that my course requirements are being fulfilled; I will complete any necessary evaluation at the end of my placement.

Student Signature: ____________________________ Date: __

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 and the Scoot/Ross Center; I will incorporate service-learning reflections and projects into course evaluation; I will complete any necessary evaluation at the end of the placement.

Professor Signature: ____________________________ Date: __________