The Shriver Center at UMBC

First Floor, Public Policy Building

P: (410) 455-2493 F: (410) 455-1074

shrivercenter.umbc.edu



Dear Community Partner,

Thank you for agreeing to partner with a UMBC Service-Learning & Community Engagement (SLCE) student at your community organization for the upcoming semester. The University of Maryland, Baltimore County (UMBC) and The Shriver Center appreciate your commitment to collaborate with our students. The SLCE vision is to create spaces in which students, faculty, and staff deepen understanding of community needs and assets and develop relationships with community partners to bring about positive, systemic change. We are committed to ensuring that you and our students have a meaningful experience. This letter outlines our SLCE program.

At UMBC, students have a variety of options through which they engage with the local community. One of these ways is SLCE, an academic-based opportunity in which students participate in meaningful community-based service while taking a related academic course. All SLCE students who are placed through our program are enrolled in the 096 Community Service & Learning Practicum, a zero-credit, transcript notation; some students also are enrolled in a separate credit-bearing course. The requirements for both of these academic components vary but all students are committed to serving 3-5 hours each week with a local program, for a minimum of 30 hours of service over the course of the semester. Students are expected to participate for the duration of the term. In addition to their service, students engage in reflection activities to connect their service with their learning.

As part of this partnership, we would like to review different components of our SLCE and create strategies to best work together:

***Community Partner/Sponsor Agreement:*** All SLCE partners are required to complete this form as a condition of partnering with a UMBC SLCE student. This form needs to be completed only once. After we receive the agreement, we will complete the bottom portion, send you a copy, and keep the original version on file in our office.

* ***Orientation:*** Consider the ways in which you orient volunteers to your respective program. How do you prepare them with context and content to best support your respective program? Do you already have a stand-alone, pre-service training prepared? Or does most of the training happen along the way? We want to work together to ensure that UMBC students are as prepared as can be to make meaningful contributions.
* ***Goals & Expectations:*** To build a quality relationship between the SLCE student and our community partner, this tool helps to set the stage for clear expectations and strong communication. By creating space to discuss your expectations of each student, and the student to set their goals for their experience, the partnership is already off to a great success. This form is due at the beginning of the semester and is often incorporated into the site-specific Orientation.
* ***Reflections:*** Students reflect every week throughout their SLCE semester in a variety of ways. With the support of your expertise to empower and lift others, we invite you to join us in the creation of weekly questions that challenge students’ critical thinking and/or participate in group reflection sessions throughout the semester.
* ***Timesheet:*** As a site supervisor, your SLCE student will ask you to verify her/his service time by initialing their timesheet during each site visit and by providing a final signature at the end of the semester. Please designate an ***appropriate person and/or process*** at your organization who can regularly verify the hours. It is the student’s responsibility to complete the timesheet, verify their hours, and submit it to SLCE staff in time for the end-of-semester grading.
* ***Evaluations:***  As a way to collect feedback about your experience with the particular UMBC student, we request your completion of an on-line **Student Performance Evaluation** available through the UMBCworks database by the end of the semester (during which a student is placed). A link for the evaluation will be e-mailed to the designated community partner liaison. This format allows us to collect information to ensure meaningful experiences for all stakeholders. In the meantime, students are expected to complete both Self and Site evaluations, reporting on their perceived levels of growth and the nature of their experience at the site. We look forward to sharing this information with you throughout the year.

We included some of these forms with this letter. If you would like these forms available in electronic format, please notify us.

If you have any questions or concerns regarding this SLCE placement, please contact us at (410) 455-2493 or via email (see below). We would be happy to share additional details about our program or assist with any situations that may arise. We look forward to this new partnership!

Sincerely,

Eloise Grose

Program Coordinator, Service-Learning & Community Engagement

elgrose1@umbc.edu

Kasey Venn

Program Coordinator, Service-Learning & Community Engagement

kasven1@umbc.edu

Lori Hardesty, MPA

Associate Director, Applied Learning & Community Engagement

lhardesty@umbc.edu



**The Service-Learning & Community Engagement Program Sponsor Agreement**

This agreement is made by and between The Shriver Center at the University of Maryland, Baltimore County and applies in matters concerning placement of UMBC Service-Learning & Community Engagement (SLCE) students with Community Partner/Sponsor.

*(Community Partner/Sponsor)*

**Purpose of the Program**

The Shriver Center seeks to build reciprocal and mutually beneficial partnerships with the local community to enrich the education of UMBC students by providing them with practical, relevant service-learning experience and to provide sponsors with an economical and efficient resource for meeting short- and/or long-range volunteer needs.

Participation in university-sponsored SLCE placements has proven to be one of the most effective recruitment tools available to the private and public sectors. The Community Partner/Sponsor has access, free of charge, to a pre-screened pool of extremely marketable technical and liberal arts students. The staff of UMBC’s Shriver Center support the interviewing and placement process by acting as a liaison between the candidates and the prospective Community Partner/Sponsor. A component of this partnership is to ensure there is strong communication and support involving UMBC students. (A strategy to ensure strong communication is the completion of the ***Service-Learning Goal Setting & Expectations form.)***

**Terms of Agreement**

In consideration of the mutual terms and conditions herein contained, UMBC and Community Partner/Sponsor agree as follows:

***UMBC’s Shriver Center SLCE Staff will:***

1. Designate a staff liaison to work with Community Partner/Sponsor;
2. Inform eligible students of SLCE opportunities;
3. Refer qualified candidates without regard to race, color, sex, religion, national origin, lawful political affiliation, physical handicap, marital status, or age;
4. Assist in establishment and maintenance of credit-worthy experience(s), arrangement of interviews, etc.;
5. Provide the community partner/sponsor with relevant information regarding the candidates, their academic progress, and any changes in status;
6. Share strategies to highlight this SLCE partnership with the broader community (i.e., annual reports, press releases, infographics, assessment, acknowledgements, etc.).

***Community Partner/Sponsor will:***

1. Provide for and ensure a practical, substantive service experience through which student(s) may apply their classroom theory in a credit-worthy assignment (as approved by The Shriver Center prior to placement);
2. Strictly abide by the service schedule allowed by The Shriver Center, including a commitment (to the best of the partner’s ability) to provide a SLCE placement through academic semesters;
3. Notify their UMBC Shriver Center staff representative to any prior or current adverse personnel actions;
4. Select candidates referred by UMBC without regard to race, color, sex, religion, national origin, lawful political affiliation, physical handicap, marital status, or age;
5. Designate a staff person(s) to maintain liaison with The Shriver Center at UMBC;
6. Provide adequate training and supervision to ensure the “learning experience” of the placement;
7. Process all relevant personnel actions, maintain all relevant records and complete a Student Performance Evaluation sent by the Service-Learning & Community Engagement (SLCE) staff after each semester;
8. Support the student in completing her/his degree program, while refraining from offers of employment outside of the construct of the SLCE Program prior to the completion of her/his degree;
9. Consider allowing a (pre-determined) on-site visit by a Shriver Center representative; and
10. Share strategies to highlight this SLCE partnership with the broader community (i.e., annual reports, press releases, infographics, assessment, acknowledgements, etc.).



The contracting representative of each party warrants that s/he has full power and authority to bind her/his organization to each and every provision of this Agreement.

This Agreement shall be governed by and construed under the laws of the State of Maryland.

IN WITNESS THEREOF, the authorized representatives of the parties have executed this Agreement on the dates indicated below.

Community Partner/Sponsor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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The University of Maryland, Baltimore County (UMBC)

The Shriver Center

1000 Hilltop Circle

Baltimore, MD 21250

By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Print Name) (Print Name)

By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ By:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Signature) (Signature)

Community Partner/Sponsor UMBC Service-Learning & Community Engagement Staff

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please make sure to complete the entire form. This information is valuable when we need to contact you or send files.**



**PRACTICUM 096: COMMUNITY SERVICE & LEARNING**

**Spring 2020 SYLLABUS**

**SERVICE-LEARNING & COMMUNITY ENGAGEMENT VISION**

The Shriver Center’s Service-Learning & Community Engagement (SLCE) program seeks to create space and pathways in which students, faculty, and staff deepen understanding of community needs and assets and develop relations with community partners to bring about positive, systemic change.

UMBC’s academic excellence and inclusive culture encourages thoughtfulness about one’s role in this global community. Authentic partnerships have the capacity to address community needs through structured involvement and discourse with a social justice lens. The SLCE program collaborates with UMBC students, faculty, and staff to engage with the community. These collaborative experiences create opportunities to pursue passion with purpose and connect curiosity with compassion.

**COURSE DESCRIPTION**

As part of your enrollment in a Shriver Center service-learning placement, **you will be enrolled in PRAC 096**, a zero-credit, Pass/Fail course. This provides a record of your participation in a University sanctioned service-learning opportunity. Students who meet all of the requirements listed below will earn a Pass (P) grade in the Practicum, including a notation on their transcripts. **Students who fail to meet the requirements of the Practicum by the posted deadlines will earn a Fail (F) grade. Incomplete (I) grades will not be granted unless specifically requested by the student prior to the last day of classes (Tuesday, May 12th) and are assigned at the discretion of the student’s designated Service-Learning Coordinator.** Please talk to a Program Coordinator if you have any questions.

**NOTE: LAST DAY TO DROP A COURSE W/O A GRADE OF “W”**  **Friday, February 7th**

 **LAST DAY TO DROP FROM INDIVIDUAL COURSES WITH A GRADE OF “W”** **Monday, April 6th**

**APPLIED LEARNING THROUGH SERVICE**

“Service-Learning is a form of experiential education in which students engage in activities that address human and community needs together with structured opportunities for reflection designed to achieve desired learning outcomes.” (Dr. Barbara Jacoby, *Service-Learning in Higher Education*, 1996) Accordingly, key principles of Service-Learning are reflection and reciprocity.

**The Student Learning Outcomes for Practicum 096: Community Service & Learning are:**

* Increase awareness of community assets and needs
* Enhance sense of social responsibility
* Increase ability to critically self-reflect and learn from experience
* Increase self-confidence and self-awareness
* Develop leadership skills
* Increase intercultural awareness and perspective-taking
* Strengthen interpersonal communication and collaboration
* Enhance clarity of educational and career goals

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| --- | --- |
| **096 Practicum Task**  | **Due date**  |
| Complete Blackboard Orientation Quiz  | BEFORE you begin at your service site (no later than Monday March 2nd) |
| Participate in **2-5 hours** of **service per week**, for approximately **30 hours for the semester**. **Students are expected to attend their site weekly and consistently.** **Please note: 30 hours is an approximation. Some students will get fewer, some will get more. Inclement weather and school closings are taken into consideration.** Each site will have different hours but the expectation is **weekly** service based on the site that has been chosen. Contact a Coordinator for addition questions .  | Tuesday, May 12th  |
| Complete **Service-Learning Expectations and Learning Objectives Form** with your Student Coordinator or service site supervisor. Access form here: <http://shrivercenter.umbc.edu/096-community-service-learning-practicum/>  | Monday, March 2nd |
| Complete the **“Intern Success Practicum Goals”** section on UMBCworks 1. Log into your UMBCworks account, and click the “My Account” tab on the left hand side, and select “Exp. Learning”
2. Your Spring 2020 service site information will be listed. Click the “edit” button shown under your current service entry. Be sure to fill out all the information marked with a red asterisk.

Access here: <http://www.careers.umbc.edu/umbcworks>.  | Monday, March 2nd |
| Complete All **Service-Learning Reflection Questions** on Blackboard. **Responses must be a minimum of 300 words in length.** * Students must click “**SUBMIT**” for their entry to be received and for full credit to be given. Clicking “SAVE” will not submit the entry to Blackboard, and no credit can be given for these entries.
* To ensure that your question has been submitted correctly, click on “My Grades” in Blackboard. These icons represent the status of your submission:

**REFLECTION QUESTIONS WILL CLOSE EVERY SUNDAY, AS NOTED**Other Information:* **Check mark:** You have successfully completed the Survey (both Pre and Post). You will be asked to include your name, and a check mark will be received upon completion instead of a point value.
* **Green exclamation point:** You have successfully "SUBMITTED" your Blackboard response. If the entry meets the length requirements (minimum of 300 words), you will receive full credit for this response after it is graded.
* **Clipboard:** You have "Saved" your response but **NOT** submitted it to Blackboard. No credit will be given to "SAVED” responses. Return to your response, open it, and click “SUBMIT."
 | **Complete Pre Survey in Blackboard no later than Tuesday, March 3, 2020 by 11:55pm****Question 1:** Sunday, March 8 by 11:55pm **Question 2:** Sunday, April 5 by 11:55pm**Question 3:** Sunday, May 10 by 11:55pm**Complete Post Survey in Blackboard no later than Tuesday, May 12 by 11:55pm** |
| Attend **2 Reflections Sessions**. **If you serve at a “Student Coordinator Led Site”, then you will complete these reflections with your student site coordinator.** **If not you will need to attend two sessions from each series that are facilitated by Service-Learning staff.** Each session within the series will be the same topic so you must attend **one reflection session from Series 1 and one reflection from Series 2**If you do not attend two sessions either facilitated by a student coordinator or the general reflection sessions **you will be required to complete an alternative reflection assignment** that will be posted near the end of the semester on Blackboard. | **General Reflection Sessions** **Location: PUP 107****Series 1:**Session 1: 5-6 Tuesday, March 24thSession 2: 12-1 Wednesday, March 25thSession 3: 12-1 Monday, March 30th**Series 2:**Session 1: 10-11 Tuesday, April 14Session 2: 12-1 Wednesday, April 15thSession 3: 12-1 Monday, April 20th |
| Complete **Self Evaluation and Site Evaluation** on UMBCworks. <http://www.careers.umbc.edu/umbcworks> 1. Log into your UMBCworks account, and click the “My Account” tab on the left hand side, and select “Exp. Learning”
2. Your Spring 2019 service site information will be listed. Click the “Site Evaluation” and “Self Evaluation” buttons shown under your current service entry. Be sure to fill out all the information marked with a red asterisk.
 | **Tuesday, May 12** |
| Submit **Service-Learning Time-Sheet** as a record of service hours. Access time-sheet: <http://shrivercenter.umbc.edu/096-community-service-learning-practicum/>  | **Tuesday, May 12** |

**SHRIVER CENTER SERVICE-LEARNING STAFF:**

Lori Hardesty

Associate Director, Applied Learning & Community Engagement

lhardesty@umbc.edu

410.455.2493

Eloise Grose Kasey Venn

Assistant Director, Applied Learning & Community Engagement Program Coordinator, Service-Learning & Community Engagement elgrose1@umbc.edu kasven1@umbc.edu

410.455.2493 410.455.2493

**Each student participating in service-learning will have a staff liaison to answer questions and hold discussions about your site involvement. Please read the following information about how we as Shriver Center staff seek to support you.**

**STUDENT DISABILITY SERVICES (SDS)**

UMBC is committed to eliminating discriminatory obstacles that may disadvantage students based on disability. Services for students with disabilities are provided for all students qualified under the Americans with Disabilities Act (ADA) of 1990, the ADAAA of 2009, and Section 504 of the Rehabilitation Act who request and are eligible for accommodations. The Office of Student Disability Services (SDS) is the UMBC department designated to coordinate accommodations that would allow for students to have equal access and inclusion in all courses, programs, and activities at the University.

**If you have a documented disability and would like to request academic accommodations, please refer to the SDS website at** [**sds.umbc.edu**](file:///C%3A%5CUsers%5Ctmcmanus%5CDesktop%5Csds.umbc.edu) **for registration information and to begin the process, or alternatively you may visit the SDS office in person in the Math/Psychology Building, Room 212. For any questions or concerns, you may contact us through email at** **disAbility@umbc.edu** **or phone at (410) 455-2459.**

If you require accommodations for this class, please make an appointment to meet with the instructor to discuss your SDS-approved accommodations.

**TITLE IX DISCLOSURE OF SEXUAL MISCONDUCT, CHILD ABUSE OR NEGLECT**

As an instructor, I am considered a **Responsible Employee**, per [**UMBC’s Policy on Prohibited Sexual Misconduct, Interpersonal Violence, and Other Related Misconduct**](http://humanrelations.umbc.edu/sexual-misconduct/umbc-resource-page-for-sexual-misconduct-and-other-related-misconduct/) (located at http://humanrelations.umbc.edu/sexual-misconduct/umbc-resource-page-for-sexual-misconduct-and-other-related-misconduct/). While my goal is for you to be able to share information related to your life experiences through discussion and written work, I want to be transparent that as a Responsible Employee I am required to report disclosures of sexual assault, domestic violence, relationship violence, stalking, and/or gender-based harassment to the University’s Title IX Coordinator.

As an instructor, I also have a mandatory obligation to report disclosures of or suspected instances of child abuse or neglect **(**[**www.usmh.usmd.edu/regents/bylaws/SectionVI/VI150.pdf**](http://www.usmh.usmd.edu/regents/bylaws/SectionVI/VI150.pdf)**).**

The purpose of these reporting requirements is for the University to inform you of options, supports and resources; **you will not be forced to file a report with the police**. Further, you are able to receive supports and resources, even if you choose to not want any action taken. Please note that in certain situations, based on the nature of the disclosure, the University may need to take action.



**Timesheet**

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Service Placement: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Site Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Service Week** | **Date and Total # Hours of Service**  | **Date of Absence** | **Initials of Site Supervisor** | **Reason for Absence (i.e. site closure, student sickness, etc.)** | **Date of Make-up** |
| \* Week 1  |   |   |   |   |   |
| Week 2  |   |   |   |   |   |
| Week 3  |   |   |   |   |   |
| Week 4  |   |   |   |   |   |
| Week 5  |   |   |   |   |   |
| Week 6  |   |   |   |   |   |
| Week 7  |   |   |   |   |   |
| Week 8  |   |   |   |   |   |
| Week 9  |   |   |   |   |   |
| Week 10  |   |   |   |   |   |
| Week 11  |   |   |   |   |   |
| Week 12  |   |   |   |   |   |
| \* Extra Hours: for students who started earlier than Week 1 |   |   |   |   |   |
| Week for Make-ups |  |  |  |  |  |

**TOTAL NUMBER OF HOURS SERVED AT PLACEMENT:**

***Please note:***

* **The Service-Learning & Community Engagement commitment (for most service sites) requires students to participate in 3-5 hours of service each week, for a minimum of 30 hours over the duration of the entire academic semester.**
* **Students are expected to attend their service sites on a consistent basis. Site closures (often due to inclement weather) do not count toward this allowance and students are not responsible for making up this time. Students should make-up all other absences.**
* **Students who do not meet expectations of consistent, timely service and/or less than 30 hours of service for the semester have not fulfilled the requirements of the 096 Practicum may not receive a passing grade.**
* **The timesheet must be signed by both the student and the site supervisor and submitted to The Shriver Center by Tuesday, December 11th.**

I certify that I served during the hours recorded on this timesheet.

### STUDENT’S SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I certify that this student has served the hours recorded on this timesheet.

**SITE SUPERVISOR’S SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_**



Goal-Setting & Expectations Form

*To build a quality relationship between the service-learning student and their community partner, students are responsible for meeting with their designated service site supervisor to complete this form. Students will then update their* ***Basic Info*** *profile on UMBCworks for the semester****.***

Student name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organization/Program: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Service Site Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Service-Learner’s Goals** (To be completed by the service-learning student)**:**

1. What do you hope to learn from this service-learning experience?

2. How does this service opportunity relate to your future academic/career/personal goals?

**Community Partner’s Mission** (to be completed by/with the community partner):

1. Describe the mission of your organization.

2. What are at least two responsibilities/examples of how the service-learning student will

 assist in meeting the mission?

**DAYS & TIMES SERVICE-LEARNER WILL BE ON SITE:**

**The site supervisor and service-learner have discussed goals and expectations as described above.**

Service-Learning Student’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_

Organization/Program Supervisor’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_