

## SERVICE LEARNING AGREEMENT

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

Service Learning at Lane Community College is committed to enhancing learning by integrating academic courses with community service. By connecting classrooms with local issues and challenges, faculty provide students with the opportunity to apply course learning, reflect on serious social problems and solutions, and become engaged as community members.

Course Name	LCC Instructor	Course CRN	Term and Year ( )
Student Name	Student L #	Student Phone	
Student Mailing Address	City	State	Zip
Name of Community Site	Supervisor	Community Site Email ( )	
Community Site Mailing Address	City	State	Zip
Description of service learning experience:		Phone	Fax

Community Site provides volunteer insurance coverage ☐ yes ☐ no (check one)

Number of service learning hours to complete: \_\_\_\_\_

Special note

**Student:** I agree to engage in the service learning experience described above for the designated number of hours and to: 1) follow all policies of the site, including health and safety precautions; 2) not to go beyond the scope of assigned responsibilities and to use judgment in refusing risky or inappropriate requests and situations; 3) not work in a room alone with a child or other client, or transport a child or other client, unless authorized and insured by the site; 4) follow all confidentiality and reporting policies at the site; and, assume all responsibility for my necessary immunizations and health insurance. ***I will notify my instructor of any concerns or changes regarding my service learning experience.***

**Community Site:** I agree to provide: 1) the student with the learning experience indicated above; 2) an orientation outlining expectations; 3) appropriate training and necessary space, equipment, and materials; and 4) supervision and guidance during the time the student is on site. If any difficulty should arise I will contact the instructor and try to resolve the issues.

It is my responsibility to comply with all state and federal employment, health, and safety regulations. I agree to maintain a safe work environment, free from discrimination, harassment, and retaliation on the grounds, including but not limited to, age, disability, national origin, race, color, marital status, parental status, religion, gender, or sexual orientation. I agree that I will not release information about the student to any third party without the express written consent of the student.

I recognize that Lane Community College is a public body and maintains its public body status as specified in ORS 30.260. I understand and acknowledge that LCC retains all immunities and privileges granted it by the Oregon Tort Claims Act (ORS 30.260 through 30.295) and any and all other statutory rights granted as a result of its status as a local public body.

**Lane Community College:** As a representative of the College, an instructor will: 1) approve the service learning opportunity, 2) communicate with the community site to help plan a meaningful experience for the student, 3) orient the student to the purposes of service learning, its relation to the course and the importance of commitment and respect at the community site, and 4) work with both the student and the community site to resolve problems.

This agreement constitutes the entire agreement between the parties. There are no understandings, agreements, or representations, oral or written, not specified herein. No amendment, consent, or waiver of terms of this agreement shall be binding unless in writing and signed by all parties. The parties, by the signature below of their authorized representative, acknowledge having read and understood the agreement and agree to be bound by its terms and conditions.

Community Site Supervisor	Date	LCC Instructor	Date	Student	Date
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**Routing:** All parties must sign the top copy (white) of this form (press firmly) and the entire form is returned to the Instructor.

Lane Community College is committed to providing a working and learning environment free from discrimination, harassment and retaliation.

Lane is committed to equal opportunity in education, employment, affirmative action, diversity, and compliance with the Americans with Disabilities Act.