

Service Learning Agreement Form Use Guidelines

11/7/04 Draft 2

Instructors have two options for handling the Service Learning Agreement Form:

Option A) When the instructor has made complete arrangements with site supervisor and has developed a clear description of the service learning experience, follow these guidelines:

- The instructor completes (or mostly completes) the Service Learning Agreement form, except for signatures. The instructor should not sign on the bottom until the form has been signed by both student and site supervisor.
- The Service Learning Agreement Form is then given to the student. The student takes it to the site supervisor. Both the student and supervisor sign the form and all three copies are returned to the instructor within first week of student beginning his/her service learning assignment. (Instructor should indicate due date in upper right corner of form.)
- Upon receiving the form from the student, the instructor reviews it for completeness. If additional information is needed, the instructor may return the form to the student or call the student and/or site supervisor to obtain missing information. If the form is complete, the instructor signs the form, keeps the white original on file during the term and then turns it in to the Service Learning Coordinator at the end of the term. (It will be kept in an active file for two years and then archived). The second copy is given to the site supervisor if they want it and the third copy is given to the student.

Option B) When arrangements for service learning experience need to be finalized and the instructor wants the student to develop the service learning description with the supervisor, follow these guidelines:

- A blank form is given to the student.
- The student makes an appointment with the site supervisor to agree upon a description of the service learning experience.
- the student fills in his/her information on the form and takes it to the appointment where the remainder of the form is completed and both student and supervisor sign it. All three copies are turned in to the instructor within first week of student beginning his/her service learning assignment. (Instructor should indicate due date in upper right corner of form.)
- Upon receiving the form from the student, the instructor reviews it for completeness. If additional information is needed, the instructor may return the form to the student or call the student and/or site supervisor to obtain missing information. If the form is complete, the instructor signs the form, keeps the white original on file during the term and then turns it in to the Service Learning Coordinator at the end of the term. (It will be kept in an active file for two years and then archived). The second copy is given to the site supervisor if they want it and the third copy is given to the student.