

Service-Learning Campus-Community Partnership Agreement

This partnership agreement is designed to clarify the roles and responsibilities of _____
(community partner organization) and _____ (faculty/instructor) for
_____ (course name and number) for _____ (duration of agreement).
This agreement should be completed after community partner and instructor have met to determine mutually
beneficial activities that address both course learning goals and needs identified by the community partner.

Description of service-learning project and instructor responsibilities (to be completed by course instructor):

Please attach a syllabus.

If direct service, tasks students will be expected to perform:

Number of hours required _____ Relevant deadlines: _____

If project-based, deliverables for the organization:

Timeline/deadlines _____

Expected communication and meetings between students and organization representatives:

For both direct service and project-based service-learning:

Expected communication and meetings between the faculty/instructor and the organization contact:

How the faculty/instructor will address issues with students who fail to meet organization expectations:

- Meet with student privately
- Meet with student and organization representative
- Meet with student and representative
- Alter course grade
- Other (describe below)

Community partner responsibilities (to be completed by organization representative):

In this section please describe the needs of the organization that can be realistically filled by service-learners and the number of students the organization can support.

If direct service, please explain the organization's role in training and supervision of students:

Expected meetings or communication between faculty/instructor and organization:

Organization Representative Agreement:

I agree that students will be supervised in an educationally and professionally appropriate manner. I will maintain contact with the course facilitator should any challenges or concerns arise. I understand that the student is pursuing academic coursework in relation to this project and will do my best to help the student to make meaningful connections between these two experiences.

Faculty Agreement:

I agree to provide students with structure and guidance to connect their community based learning experience with course learning objectives. I will provide orientation to prepare students for their service-learning activities and will monitor students' progress in completing direct service or deliverables. I will be proactive in responding to challenges or concerns and will provide support and guidance should they arise.

Community partner (name) date

Faculty/instructor (name) date

Phone email

Phone email

Community partner (signature) date

Faculty/instructor (signature) date