Appalachian State University

Community Partner

Agreement

Complete this sheet before you start your service-learning project. Students are responsible for obtaining all signatures and providing one copy to faculty, the ACT Office and your Community Service-learning Supervisor by the second week of the quarter unless otherwise arranged. Students will keep original.

Semester/Year: Today’s Date:

Course Number and Title: Faculty:

Community Partner Supervisor:

If more than one student is working with a community partner, one student or the instructor can complete the form and the students can sign at the bottom or on an additional sheet.

**Minimum Weekly Time Commitment per Student \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Hour**

**Start Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_ End Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*Students’ Role:*

* Be aware of the organization’s needs and provide assistance where and when needed.
* Contact the agency to arrange initial meeting to discuss service-learning hours and project.
* Adhere to organizational rules and procedures, including confidentiality of organization and client information.
* Periodically reflect upon and re-evaluate the service experience keeping in mind the course objectives.
* Operate with integrity and professionalism at all times; which includes being punctual, meeting deadlines and being open to supervision and feedback which will facilitate learning and personal growth.

*Faculty Role:*

* Provide students with structure and guidance to process and reflect upon service learning experiences.
* Assist students in connecting their community based learning experience with course learning objectives.
* Participate in evaluation process.

*Organization Role:*

* Provide service-learning opportunities that are significant and/or challenging to the students, relevant to course learning objectives, and address community agency’s goals.
* Provide training, supervision, feedback, resources and sufficient information about the organization to aid in the success of students’ service-learning projects.
* Participate in the evaluation process.

*ACT Role:*

* Serve as a liaison between the organization, students, and faculty.
* Provide support and guidance for any challenges that may arise.
* Provide classroom service-learning orientation and reflection sessions as requested.

**Primary Course Learning Objectives Related to Service Project:**

Students complete, get final instructor approval. (Refer to your course syllabus for learning objectives).

1.

2.

**Primary Organization Service Objectives:**

Students complete with community partner service-learning supervisor.

1.

2.

Project Description as defined by the Community Partner, Instructor and Students:

Student Task: Deadline:

Student Task: Deadline:

Student Task: Deadline:

Student Task: Deadline:

Student Task: Deadline:

Student Task: Deadline:

Student Task: Deadline:

**Will the student(s) deliver any products to the Community Partner? If so, explain:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Will any follow up actions be required by the University? If so, explain:**

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I have read and understand my role as outlined in this document. I commit to fulfilling my part of this service-learning partnership. I understand that this partnership is meant to further student learning and meet the community partner goals.

INSTRUCTOR SIGNATURE COMMUNITY PARTNER REPRESENTATIVE

STUDENT SIGNATURE(S)

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