

SERVICE-LEARNING CONTRACT (GROUP OR INDIVIDUAL)

STUDENTS AND PARTNERS: READ ALL INSTRUCTIONS BEFORE COMPLETING!

The Service-Learning Contract should:

1. Be completed during the initial meeting by both the student(s) and person at the partner organization who will be *directly supervising* them (site supervisor).
2. Be as specific as possible and will serve as a *binding agreement* between the student(s) and the partner organization for the duration of the placement.
3. Assist the student(s) and partner organization in *understanding the learning objectives* for the course related to the service-learning assignment.
4. *Clarify the activities* in which the student(s) will be involved at the service site in relation to the learning objectives and the needs of the organization in a way that ensures that both understand the respective responsibilities, roles, and expectations for the service-learning placement.

Contract Meeting: Students are to schedule a meeting with their Partner as soon as possible.

It is MANDATORY that all students attend (if this is a group placement). At this meeting students should:

1. Be prepared to *schedule the days/times that you are available for service-learning* for the entirety of the placement. Bring your class schedule, work schedule, planner, etc.
2. Bring a copy of the **Service-Learning Course Information Sheet** and the course syllabus.
3. Be prepared to discuss all of your ideas, concerns, and questions about the your placement. *The goal of this meeting is to collaborate with your partner on a plan and to document it in this contract.*
4. Be responsible for filling out this contract form during the initial meeting and *ensuring that all students in the group and the partner agree to its terms* before it's signed and submitted to the CS&L.

Project Overview:

Partner Organization Contact Information:	Service-Learning Placement Title:
Contract Due Date:	Minimum Hours Required:
Course Name & Course Days/Times:	Course Instructor:

Project Schedule:

Expected Start & End Dates:
Plans for on-site schedule and off-site service:
Plans for meetings/communication during service:

Student Information (please print legibly): *Printing your name here indicates that you agree to the contract terms.*

Meeting Attendance (Partner should verify by initialing)	First Name	Last Name	Phone Number	Email (MIX preferred)
1.	(Partner Liaison)	(Partner Liaison)		
2.				
3.				
4.				
5.				
6.				
7.				
8.				

Project Summary: Please write a brief description of the placement, including student and partner input.

To be completed by the student(s) and reviewed by the site supervisor during the contract meeting.

Part I: Learning Outcomes for Service Assignment (refer to Course Information Sheet or syllabus):

To be completed by the student(s) and reviewed by the site supervisor during the contract meeting.

Outcome #1	
Outcome #2	
Outcome #3	
Outcome #4	
Outcome #5	
Outcome #6	

Part II: Placement Activities & Expectations: Please detail the activities (including specific tasks and due dates when applicable) and any specific expectations of the partner. *Circle which learning outcomes from **Part I**, your group and partner believe can be achieved by the activity or task. You may circle as many as are applicable.*

To be completed by the student(s) and reviewed by the site supervisor during the contract meeting.

Placement Activity or Task	Learning Outcome		
1.	#1 #4	#2 #5	#3 #6
2.	#1 #4	#2 #5	#3 #6
3.	#1 #4	#2 #5	#3 #6
4.	#1 #4	#2 #5	#3 #6
5.	#1 #4	#2 #5	#3 #6
6.	#1 #4	#2 #5	#3 #6

*By signing this form, I agree to supervise the student(s) in the above placement, providing regular and ongoing communication, guidance, and support that helps achieve the learning outcomes intended, as well as the community or campus needs of organization. **(Partners should KEEP A COPY of this signed contract)***

Partner Signature

Date

Please return this form by the due date to: Alexis McMillen, Program Coordinator

Hand-deliver: 3rd Floor, Student Services Building

Email: ServeandLearn@mail.wvu.edu