CAPE COD COMMUNITY COLLEGE
SERVICE LEARNING AGREEMENT

This Agreement must be signed by all parties by the first day of site placement

PART A. TO BE COMPLETED BY THE STUDENT:
General Information
Student’s Name:_____________________________________________________ CCCC Student ID#___________________
Last         First                       M.I.
Address: __________________________________________City________________________State_______Zip__________
Student Phone:_________________________________Email:__________________________________________________
Academic Degree/Certificate and Program:________________________________________________________________
Course Number:_____________ Course Name: ________________________________ Credits:____ Term:_____ Year:____

Student Responsibilities
• I will consult with my site supervisor(s) and professor prior to completing this service learning Agreement.
• I will perform appropriate professional-level duties and accept performance feedback from the site supervisor throughout the term of service.
• I will respect and comply with all company rules and policies regarding, but not limited to, confidentiality, honesty, punctuality, professionalism, behavior and dress.
• I will comply with all College policies and procedures including, but not limited to, documenting work hours, completing all academic assignments, class attendance and/or meeting with my professor at scheduled times.
• I will notify my professor, service learning coordinator, and site supervisor(s) of any circumstances that may impair my performance or ability to complete my term of service.

Learning Outcomes
Course number and name: ____________________________________________________________
See the course syllabus for specific student learning outcomes.
SLR 101 is a credit course and as such always has tuition and fees attached.

Learning Objectives
By the end of this term of service, I plan to achieve the following learning objectives specific to my placement:
Please consult with your professor and site supervisor(s) when developing your learning objectives.
1.____________________________________________________________ ___________________________
2._______________________________________________________________________________________
3._______________________________________________________________________________________
4._______________________________________________________________________________________
5._______________________________________________________________________________________

The information I have provided in this form is accurate and I agree to abide by the terms stated herein. I recognize that as a student from Cape Cod Community College, I represent the College to the community. I therefore agree to conduct myself professionally at all times during my term of service and to abide by all rules and procedures of the host site.

Student Name (printed):__________________________________________________________________________
Student Signature:_______________________________________________________ Date:__________________
A copy of this form must be place on file with:
______Faculty Member               ____Academic Department              ____ Career Services Learning Office
PART B. TO BE COMPLETED BY THE DESIGNATED FACULTY MEMBER:

General Information

Faculty Name:_________________________________________ Title:_________________________________________

Campus Address:__________________________________________________________________________________

Phone: ______________________________ Email:______________________________________________________

Academic Criteria
See the SLR 101 course syllabus for the number of hours and documentation requirements to earn credit for this service learning experience.

College Responsibilities

- The College shall assign a Faculty Supervisor to a student participating in SLR 101.
- The Faculty Supervisor shall consult in establishing learning objectives, working with the student and site supervisor(s) to ensure a productive learning experience.
- The Faculty Supervisor shall establish consistent communication with the student.
- The Faculty Supervisor shall establish a method of grading the student.
- The Faculty Supervisor shall consult with the site supervisor(s) regarding the student’s performance at least twice during the (term of service).
- The Faculty Supervisor shall determine whether a student has satisfactorily completed SLR 101 and award a grade based on the student’s performance, accomplishment of the learning objectives and required experience.
- The Faculty Supervisor and/ or the Service Learning Coordinator shall assist the student or employer with addressing/resolving issues or disputes that may arise at the service site.
PART C. TO BE COMPLETED BY HOST SITE:

General Information

Experiential Learning Host Site Name: ________________________________________________________________

Site Address: __________________________________________________________________________________

Site contact Name: __________________________________________ Title: ________________________________

Site contact Phone: __________________________ Email: ____________________________________________

Service Learning start date & end date to fulfill hours: ________________________________________________

Student’s service learning site schedule: __________________________________________________________________

Will the student work under multiple supervisors/personnel throughout the course of the service experience?
Yes_______ No_______

How frequently will a site supervisor meet with the Student? ____________________________________________

Please state specifically the Student’s key volunteer duties and responsibilities during this experience, or attach a Volunteer Position Description.

Service Learning Site Responsibilities

• Service Learning Host Site will provide supervision to oversee the student’s service learning experience.
• A site supervisor(s) will review the student’s learning outcomes and their related objectives, and modify those objectives as necessary, in order to ensure a productive learning experience in consultation with the faculty coordinator.
• Site Supervisor, working with the student and Faculty Coordinator and Service Learning Coordinator, shall provide a service experience that will enable the student to work toward achieving the learning objectives.
• The host site supervisor(s) will meet regularly with the student to discuss the service experience.
• A site supervisor(s) shall consult as necessary with the Faculty Coordinator regarding the student’s progress and provide a midterm and final evaluation of the student’s overall performance.
• Service Learning Site shall provide the student with relevant on-the-job training, including instruction in safety procedures and internal workplace guidelines.
• Service Learning Site shall expect the student to actively participate in service activities which contribute to the student’s educational training, but the student may not replace a regular paid employee.
• Service Learning Site shall expect the student to act in a professional manner at all times.
• Service Learning Site may dismiss a student at any time for performance or behavioral issues. Where practicable, the Site agrees to consult with the Faculty Coordinator and/ or the Service Learning Coordinator prior to any such dismissal decision is made.
• Site agrees not to discriminate based on a student’s race, color, gender, age, national origin, religion or disability, in recruitment, hiring, placement, assignment to work tasks, hours of service, and levels of responsibility.

The Service Learning Site agrees to permit the student to participate as a volunteer pursuant to this Agreement. The learning objectives stated herein are realistic and the Site Supervisor shall work with the student to achieve those objectives. The college has made no representations about the quality of the student’s work and the college will not be providing on-site supervision of this student during the term of service.

Host Site contact (printed): ______________________________________________________________________

Host Site signature: __________________________________________ Date: ____________________________