Service Learning Linked-Credit (SLR 101) Contract

IMPORTANT DEADLINES – YOU ARE ENCOURAGED TO BEGIN THE APPLICATION PROCESS IN THE FALL SEMESTER!

ALL DATES for the below categories are TBD by the instructor

Begin discussion with faculty & agencies
Proposals for SLR 101 contracts due to Service Learning Coordinator by 5 pm
Notification given to students on SLR 101 application approval status
Registration for SLR 101 closes by end of business
Midterm assessment sent to agency by service learning coordinator
Final Documentation submitted to Service Learning Coordinator by Faculty sponsor

Student Name: (please print) ____________________________ College ID Number: ______________
I am over 18 years of age ☐ Yes ☐ No Are you in good academic standing? ☐ Yes ☐ No
Best Phone (_____) ________________________________ E-Mail Address ____________________________

Total Number of credits including this one linked-credit for Fall 2015 ________ Anticipated Grad Month/Year__________
Host Course Number ________ Host Course Title ___________________________________________
I have participated in Service Learning in a previous class ☐ Yes ☐ No ☐ Not sure

If yes, how many? ☐ One ☐ Two ☐ Three or More

My service work involves lab work, animal testing, or human subject testing ☐ Yes ☐ No ☐ Not sure

If yes, I have reviewed my project with the college, and I am in compliance with IRB requirements and protocol. ☐ Yes ☐ No

Faculty Sponsor Name: (please print) ____________________________________________
Sponsor Dept Address ____________________________ Sponsor Phone _________________________
Sponsor email _________________________________________________________________

Please note: by submitting this information you are giving us permission to contact the agency to discuss your proposal
Agency Name _________________________________________________________________
Address _______________________________________________________________________
Supervisor Name (please print) ___________________________________________________
Title ____________________________________ Supervisor Phone _________________________
Supervisor email __________________________

Note: The service site should be a non-profit agency where your work will benefit those in the community
PROPOSAL: Attach short answer essays that answers the questions below.

On a separate piece of paper, the student will answer the following questions:

1. Meaningful service: Why did you pick this agency? What will you do? Please provide a one paragraph description.

2. Planning and Preparation: Name at least one barrier or obstacle that you may face in completing your service hours. How will you overcome this obstacle? Obstacles may be financial, physical, transportation, or otherwise. (1-2 paragraphs)

3. List the course objective(s) (at least 2) that will be enhanced through the service learning experience. Explain how you will meet these objectives. (1 paragraph)

On a separate piece of paper, the host course professor will answer the following two questions:

1. Structured Reflection: Identify student learning outcomes from your syllabus that are relevant to this service work. How will participation in SLR work help your student meet these objectives? Give examples of projects (a journal, incident log, facilitated meetings, portfolio, oral presentation, or paper) and how they might meet one or more learning objectives.

2. What are your core evaluation methods and how will progress regarding each course objective be measured? Please provide a course timeline with components of evaluation and weighted values for each: structured reflection, site evaluation, attendance, attitude, planning work schedule, etc.

Remember: This proposal will serve as the official description of your completed work as documented to the college.

STUDENT’S SIGNATURE Through the submission of this form, I agree to honor the minimum commitment required of 50 hours of service.

I also agree to contact the instructor and the site supervisor should I have any concerns about my service-learning responsibilities.

Student’s Signature

Date

FACULTY SPONSOR I agree to guide the project as described. In my judgment, the student is adequately prepared to meet the terms of the contract, and I agree to work with the student to ensure that objectives, strategies, and methods of service are carried out.

Sponsor’s Name (please print)

Sponsor’s Signature

Date

Submit two copies of the completed application and attachments to Kristen Traywick

Copy #1: submit via email to ktraywick@capecod.edu

Copy #2: submit on paper with signatures to:

Kristen Traywick
Cape Cod Community College
North Building, Room 238

Contract Checklist

☐ Faculty and agency contact information complete?
☐ Proposal student short answer essays attached? Proposal faculty short answer essays attached?
☐ Syllabus for host course attached?
☐ All signatures included?

Contract proposal: Two copies: one electronic copy and one paper copy