

UW-Fond du Lac Service-learning Placement and Student Contract

Students must return this form to the professor of the course **by (insert due date)**

Please look over form and then fill out the requested information in the appropriate sections below

Course Information Section:

Course: List information related to the learning objectives of the course and what you hope students will gain from this experience.

Service Requirement:

List what will be required of students for the service. How many hours and/or what type of project will they need to complete?

Student Information Section:

Student fills out this section prior to first meeting with site

Student Name _____ **Address** _____
Home Phone _____ **Email** _____
Cell Phone _____

Best time to contact you? _____ **How do you prefer to be contacted?** _____

Emergency Contact Information:
Name: _____ **Relationship:** _____
Home phone number: _____ **Work phone number:** _____

Days and Times Available for service: (write specific times in each block when you're available)

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<i>morning</i>							
<i>afternoon</i>							
<i>evening</i>							

Agency Site Information Section

To be filled out by site supervisor with student during first meeting, prior to start of service

To the Community Agency/Organization supervisor of student volunteer work:
Include additional information related to related to the service component. May also want to include information about what is service-learning as an example:

Thank you for providing a service-learning opportunity for the university student whose name appears above. One quick definition of service-learning is that it combines both service objectives and learning objectives (of a course) with the intent that the activity changes both the recipient and the provider of the service.

Supervisor/Site Contact Information

Name of site: _____
Name of site supervisor: _____
Designated staff: _____
Phone Number: _____

Email Address: _____
When is the best time to contact you? _____

Site Placement Information section: (to be completed by both the student and site supervisor during their first meeting.) Please briefly describe the service that is to be performed by students and dates and hours when the service is to be completed:

Service-learning Agreement and Responsibility Section

Both the site supervisor and student must sign the bottom portion of this section during the first meeting, BEFORE service is started

As a Service-Learning Participant, I Agree To:

- Fulfill my service-learning commitment as outlined in this form
- Communicate project progress, including any problems, with my academic sponsor (professor) and/or UW— FDL, Service-learning Coordinator, Carrie Hovland on a regular basis
- Establish a set schedule with the agency supervisor and notify him/her at least 24 hrs. in advance if I must miss a site visit and notify my site at least one week in advance of last day
- Never transport any client in car
- Be on time and prepared to fulfill my duties
- Students may not take pictures of service recipients until proper consent is gained with a photo release form
- Follow all school and agency policies and guidelines and exhibit professional behavior, including language and dress
- Respect the confidentiality of the host organization and its clients
- Decline work that does not meet my learning objectives
- Turn in weekly reflection forms that must be signed by a site supervisor and/ or designated staff
- Keep track of hours and activities and reflect upon my on-site experiences
- Organize my own transportation to and from the site
- Complete a project evaluation

As a Service-Learning Site, We Agree To:

- Provide participants with a site-supervisor responsible for all communication, scheduling, and advising
- Orient each participant on the site—including facilities, policies, organization history, and agency mission
- Never ask a service-learner to transport clients in their vehicle
- Assure that service hours are completed on site under the supervision of site supervisor and/ or designated staff
- Provide ongoing support for participants with regular feedback on performance
- Match participants with meaningful tasks
- Sign all reflection forms needed by the student on the week that the service is completed
- Communicate project progress (including complete service hours and activities and any problems) with the academic sponsor and/or UW-FDL staff on a regular basis
- Complete a project evaluation

The **bottom of this contract** must be completed and signed by the **Student, Instructor,** and the **Site Supervisor/Coordinator** and returned to the professor of the course. **A copy will then be given to all members who have signed this contract. The student will bring a copy to the community partner.**

I agree to and will uphold the terms of this placement contract.

Student Participant Signature:

Date:

Site Supervisor/Coordinator Signature:

Date:

Instructor Signature:

Date:

If at you have any questions, concerns and/ or problems arises, please contact: