**Coastal Carolina University**

**Service-Learning Expectations Agreement Template**

**Community Partner:**

**Address:**

**Phone:**

**Email:**

**Community Partner Site Supervisor:**

**Phone (if different from above):**

**To the student:**

Your signature belows states your commitment to the following:

1. A minimum of \_\_\_\_\_\_\_\_\_\_\_\_\_ hours of service in the above named agency beginning as soon as possible but no later than the week of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
2. Specific service hours will be determined mutually by the student and the community partner based on the student’s schedule and agency’s needs. ONCE A SCHEDULE IS DETERMINED, THE STUDENT WILL ADHERE TO AGREED UPON DATES AND TIMES.
3. Students will comply with the community partner’s standards and regulations set forth by the contact at the community partner site.
4. Students will be on time, call the agency if unable to be present due to illness or emergency, and will carry out assigned and agreed upon tasks and services on time.
5. Students will maintain regular contact with the community partner contact through (email or phone)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ every (week/2weeks)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
6. Student will respond to communication within (24 hours/48 hours)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
7. Student will adhere to all policies of the community partner, especially with regard to confidentiality.
8. Students will participate in all relevant trainings and orientaiton required by the community partner
9. If the student encounters any difficulties or concerns regarding this assignement, she/he will contact the faculty member at\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ or \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**To the agency contact person/site supervisor:**

Your signature below indiciates your agreement to the following:

1. To provide orientation and necessary training to the student, thereby stating clearly the goals of the agency and its community service programs and identifying the needs of the population served.
2. To provide on-going support, direction, and supervision, as appropriate, to the student.
3. Students will maintain regular contact with the agency partner through (email or phone) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ every (week/2weeks)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
4. Community partners will respond to students communication every 24/48/72hours) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
5. To contact the faculty member at\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ or \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ with questions, concerns, and/or feedback about this project or the student.

**To the faculty member:**

Your signature below indicates your agreement to the following:

1. Ensure that the student abide by the rules and regulations as set by the community partner.
2. The community partner and the faculty member will meet (give number of times per week/month/semester).
3. The faculty and community partner shall meet as appropriate in order to facilitate the most mutually beneficial experience for all parties involved, or at the request of any of the parties involved.
4. Supervision and Accountability –The faculty member will be responsible for ensuring that the work of service-learning students is carried out effectively to meet the needs of the community partner will work closely with the student and the commuity partner, to meet the expectations and priorities of the community partner.

(Student’s name)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and (community partner’s name)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ have agreed that the aforementioned student will serve with the aboved name community partner beginning (date)\_\_\_\_\_\_\_\_\_\_\_\_\_ and ending (date)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on the following day(s) during the week/weekend)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_and at these specific times\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and will complete all tasks as assigned by the community partner and for the course’s service learning requirements.

**Student’s signature**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Community Partner’s signature**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Faculty Member’s signature**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PLEASE RETURN THIS AGREEMENT TO\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ BY

(INSERT DATE)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Copires of this agreement will be returned to the student and to the community partner.