



Center for Excellence in Learning Through Service  
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## Service-Learning Plan and Agreement Form

**Service-learning is an educational experience based upon a collaborative partnership between college and community. Learning through service enables students to apply academic knowledge and critical thinking skills to meet genuine community needs. Through reflection and assessment, students gain deeper understanding of course content and the importance of civic engagement.**

Course Title and Number:

Professor's Contact Information:

Professor's name:

Professor's contact number(s):

Professor's email:

Professor's office hours:

What is the best way to reach the professor? When?

Community Partner Contact Information:

Organization name:

Community Partner contact person name:

Community Partner contact person number(s):

Community Partner contact person email:

What is the best way to reach the community partner? When?

Student Contact Information:

*Note: if this is a group project, please use additional space to list the contact information for all students in the group. If one student will be the main contact with the community partner, please identify that student.*

Student's name:

Student's contact number(s):

Student's email:

What is the best way to reach the student? When?

All partners – faculty, students, and community partners – should be aware of the answers to each of these questions. However, it may make more sense for each partner to answer the questions as indicated. The questions should be completed using as much additional space as needed.

Questions for Community Partner:

1. Has the community partner received a copy of the course syllabus? \_\_\_ Yes \_\_\_ No
2. Describe the training, orientation, and supervision that the community partner will provide for the student(s).
3. List any particular guidelines (i.e., behavior, dress, confidentiality) that the student should know about the community partner organization.

Questions for the Student(s):

4. In a short paragraph, please describe the service-learning project. If a specific product or outcome is a goal, please identify and describe it (i.e., a brochure, a community presentation, a summary report).
5. What academic knowledge or skills will the student(s) use as they participate in this project? (You can also list course objectives that will be achieved by the service-learning project in this space.)
6. Describe the reflection activities that will connect the service-learning project with academic learning goals. Identify how students, community partners and professor will be involved in these reflection activities.
7. Please provide a timeline of tasks related to the service-learning project, including estimated completion dates. For each student, list responsibilities and tasks related to the service-learning project.

Questions for the Professor:

8. Describe the communication with the community partner and the supervision of the student that the professor will provide during the service-learning project.

*This Service-Learning Project Agreement acknowledges the agreement among the student(s), community partner, and course professor about the objectives, processes, and responsibilities related to this project. This Agreement will be the baseline for evaluating the student's completion of the Service-Learning Project requirement of the course. This Agreement may be amended, if all parties agree.*

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Student Signature

Date

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Community Partner Signature

Date

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Professor Signature

Date