

Service-Learning Student Assistant/Faculty Agreement
(to be adapted by participating faculty)

This agreement is intended to provide a framework to clarify the parameters of Service-Learning Assistants with their faculty partners. Service-Learning Assistants will be evaluated based on their performance of the responsibilities outlined in this agreement.

Service-Learning Assistant: _____ Phone: _____
Service Learning Faculty: _____ Phone: _____
SL Course #: _____ SL Course Title: _____ Sem/Year: _____

I. OVERVIEW OF RESPONSIBILITIES

All Service-Learning Assistants (SAs) must complete the following to receive full compensation and to continue participation in the Service-Learning Assistant Program:

- Be available to work with each faculty partner/class approximately 2-3 hours each week
- Participate in SA orientation and training at the beginning of the semester
- Attend bi-weekly training/update meetings with the Service-Learning Coordinator
- Participate in faculty and agency workshops conducted by the Service-Learning Office
- Fulfill the responsibilities stated in their individual SA Responsibilities Agreement (below).

II. RESPONSIBILITIES OF SERVICE-LEARNING ASSISTANT

Please check the following areas you have agreed are responsibilities of the SA:

Classroom Related Responsibilities (SA)

- Assist faculty in explaining Service-Learning to students the first week of class
- Distribute and explain Service-Learning forms and/or handouts in class
- Provide assistance when students register for projects on the SL website
- Attend agency orientations with students, when possible, to clarify SL procedures
- Follow-up with students to ensure their service meets their needs, course needs, and the needs of the service recipient (recommendation: make contact twice a month)
- Co-develop/co-facilitate reflection activities with faculty, if requested
- Offer feedback on class structure and activities as they relate to Service-Learning
- Prepare and distribute fact sheets to help students learn about the issues they are addressing
- Assist faculty in helping students disengage responsibly and thoughtfully from service placement
- Advise students and faculty of upcoming Service-Learning opportunities
- Document Service-Learning component details in a "Resource Guide" to give to instructor at semester end
- Other responsibilities (please specify, attach another sheet if necessary):

Community Partner Related Responsibilities (SA)

- Identify, orient, and coordinate potential agency partners
- Arrange for agencies to attend class on (date) _____
- Communicate with agency monthly to troubleshoot student involvement
- Other responsibilities (please specify, attach another sheet if necessary):

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III FACULTY ROLE

Please check the following areas you have agreed are responsibilities of the faculty partner:

Classroom Related Responsibilities (Faculty)

- Introduce your SA to class and clarify their role
- Review with students the deadlines of when placement connections are to be made, agreements and logs submitted, evaluations returned, etc.
- Emphasize consequences of failure to submit or breach of agreement
- Frequently reinforce the connection between service and class content
- Co-develop reflection activities with SA, if relevant
- Co-facilitate reflection activities with SA, if relevant
- Offer feedback to the SA as it relates to Service-Learning

Community Partner Related Responsibilities (Faculty)

- Prior to beginning of semester, contact screened community partners to finalize expectations of students, learning goals for the service, timeline, and evaluation. Share syllabus
- Contact agencies at mid-semester and semester end to evaluate the experience together
- Ensure agency receives final product produced by students, if relevant

IV. STRUCTURE OF PARTNERSHIP

1) Planning

- a) How often will SA and faculty meet for planning and troubleshooting? _____ (recc: *once a week for the first month, biweekly after that*)
- b) What time and where will you meet? _____

2) Class Participation

- a) How often and when will the SA attend class? _____
(recc: *first week of class, one class per week or during formal reflection, beg/mid/end of semester, every week for first five minutes of class, etc.*)
- b) Is the Service-Learning Assistant expected to read course material? Yes__ No__ If yes, specify:

3) Office Hours

- a) Will the SA have designated time to meet with the SL students?
Yes___ No___
If yes, what day and times? _____ (suggestion: *either right before or after class in the same classroom or building*) Location? _____

V. ADDITIONAL COMMENTS

VI. SIGNATURES

I agree to honor this responsibility agreement and am willing to commit the time, energy and communication needed to make this a successful partnership.

Service-Learning Assistant: _____ **Date** _____

Service-Learning Course Instructor: _____ **Date** _____