

University of Indianapolis PARTNERSHIP AGREEMENT

UNIVERSITY OF INDIANAPOLIS

CENTER FOR SERVICE-LEARNING
& COMMUNITY ENGAGEMENT

Complete this sheet before you start your service-learning project. Students are responsible for obtaining all signatures and providing one copy to faculty and the Center for Service-Learning & Community Engagement by the second week of the semester unless otherwise arranged. Students will keep original.

Semester/Year: _____ Today's Date: _____

Course Number and Title: _____ Faculty: _____

Identify Project Manager: _____

Community Partner Supervisor: _____

List All Service-Learning students involved: _____

Minimum Weekly Time Commitment per Student _____ Hour

Start Date: _____ End Date: _____

Students Role:

- Be aware of the organization's needs and provide assistance where and when needed.
- Contact the agency to arrange initial meeting to discuss service-learning hours and project.
- Adhere to organizational rules and procedures, including confidentiality of organization and client information.
- Periodically reflect upon and re-evaluate the service experience keeping in mind the objectives of all parties involved.
- Operate with integrity and professionalism at all times; which includes being punctual, meeting deadlines and being open to supervision and feedback which will facilitate learning and personal growth.

Faculty Role:

- Provide students with structure and guidance to process and reflect upon service learning experiences.
- Assist students in connecting their community based learning experience with course learning objectives.
- Participate in evaluation process.

Organization Role:

- Provide service-learning opportunities that are significant and/or challenging to the students, relevant to course learning objectives, and address community agency's goals.
- Provide training, supervision, feedback, resources and sufficient information about the organization to aid in the success of students' service-learning projects.
- Participate in the evaluation process.

Center for Service Learning & Community Engagement Role:

- Serve as a liaison between the organization, students, and faculty.
- Provide support and guidance for any challenges that may arise.
- Provide classroom service-learning orientation and reflection sessions as requested.

Primary Course Learning Objectives Related to Service Project:

Students complete, get final instructor approval. (Refer to your course syllabus for learning objectives).

1. _____

2. _____

Primary Organization Service Objectives:

Students complete with community partner service-learning supervisor.

1. _____

2. _____

Project Description as defined by the Community Partner, Instructor and Students: _____

Student Task: _____	Deadline: _____
Student Task: _____	Deadline: _____
Student Task: _____	Deadline: _____
Student Task: _____	Deadline: _____
Student Task: _____	Deadline: _____
Student Task: _____	Deadline: _____
Student Task: _____	Deadline: _____

I HAVE READ AND UNDERSTAND MY ROLE AS OUTLINED IN THIS DOCUMENT. I COMMIT TO FULFILLING MY PART OF THIS SERVICE-LEARNING PARTNERSHIP. I UNDERSTAND THAT THIS PARTNERSHIP IS MEANT TO FURTHER NWIC STUDENT LEARNING AND MEET THE COMMUNITY PARTNER GOALS.

INSTRUCTOR SIGNATURE

COMMUNITY PARTNER REP. SIGNATURE

CSLCE REPRESENTATIVE SIGNATURE (if Center is involved)

STUDENT SIGNATURE

STUDENT SIGNATURE

STUDENT SIGNATURE

STUDENT SIGNATURE

STUDENT SIGNATURE