Office of Academic Service-Learning
Experience Agreement

COURSE__________PROFESSOR__________________________________________
STUDENT____________________________________________________________
COMMUNITY PLACEMENT SITE___________________________________________
COMMUNITY PLACEMENT CONTACT_______________________________________

Service Activity (please circle):  INDIRECT      DIRECT      OTHER

Student Service-Learning Blue Print
To be completed by the student, faculty member and community site supervisor.
Learning Goals:
1. 
2. 
3. 

Engagement Responsibilities on site:
1. 
2. 
3. 
4. 

Requirements (for check-in, dress, professionalism)
1. 

Questions? Please contact: EMU’s Office of AS-L www.emich.edu/asl 734.487.6570

(forms adapted from Rollins College Center for Community Engagement)
2.

3. **Additional engagement responsibilities (including learning outcomes, requirements etc.)**
   - Arrive on time for every session.
   - Call and inform the site ahead of time if you are unable to work when scheduled (at least 24-hours in advance).
   - Define an appropriate set of responsibilities for your service-learning experience with your faculty member and supervisor.
   - Be patient, and be productive! Make the best use of your time at the agency.
   - Make sure you know who at the agency you should report any concerns, and inform your professor.
   - Keep an accurate record of your hours and complete the number of hours required by the class and/or agency. Have service time cards signed.
   - Sign learning agreement
   - <<ADD Additional here>>

__________________________________________  __________________________
Student’s Signature                      Date

Questions? Please contact: EMU’s Office of AS-L [www.emich.edu/asl](http://www.emich.edu/asl) 734.487.6570

(forms adapted from Rollins College Center for Community Engagement)
Community Partner Contact Service-Learning Blue Print
To be completed by the student, faculty member and community site supervisor.

Learning Outcomes for Community Agency (that connect directly to learning outcomes and academic curriculum):

1. 
2. 
3. 

Co-Educator Responsibilities on site (for supervision, direction, project management, education and reflection):

1. 
2. 
3. 
4. 

Additional engagement responsibilities for community partner/agency (including learning outcomes, requirements etc)

List here:

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(forms adapted from Rollins College Center for Community Engagement)
Community Placement Site Responsibilities:

- Serve as a co-educator in the learning environment for the student.
- Provide information to the student about the agency and its services to the community.
- Provide the student with the name and contact information of someone at the agency (community site supervisor) to report any concerns.
- Verify if necessary the student’s hours each week.
- Effectively monitor the performance of the student.
- Contact faculty member immediately if efforts to resolve problems with the student are unsuccessful.
- <<ADD Additional here>>

__________________________  __________________________
Faculty Signature                  Date

__________________________  __________________________
Community Placement Site Supervisor Signature                  Date

__________________________  __________________________
Student Signature                  Date

Questions? Please contact: EMU’s Office of AS-L www.emich.edu/asl 734.487.6570

(forms adapted from Rollins College Center for Community Engagement)
Faculty Service-Learning Blue Print
To be completed by the faculty member and community site supervisor.

Goals for Faculty engaged in the experience (that connect directly to learning outcomes, academic curriculum):
Personal
1. 
2. 

Professional
1. 
2. 

Responsibilities for the partnership (contact, education and reflection):
1. 
2. 
3. 
4. 

Additional engagement responsibilities for Faculty member overseeing the project (including learning outcomes, requirements, etc.)
List here:

Faculty Responsibilities:

Questions? Please contact: EMU’s Office of AS-L www.emich.edu/asl 734.487.6570
(form adapted from Rollins College Center for Community Engagement)
• Serve as a co-educator in the learning environment in partnership with the student and community agency/partner
• Develop and build a mutual and reciprocal relationship and/or partnership with community agency, keeping line of communication open throughout the project/experience
• Provide information to the student about the agency and its services to the community (before entering the community).
• Effectively monitor the performance of the student, sharing any concerns with community partner that might cause a problem in the community environment.
• Engage students in rigorous pre and reflection of activities and experiences, allowing them to make meaning of engagement and connect their experience to the academic curriculum
• Assess student as a part of their overall grade for the course (ie: through reflective journals, blogs, presentations, story circles) not on the quality of their service.
• Contact faculty member if efforts to resolve problems with the community agency or student are unsuccessful.
• <<ADD Additional here>>

__________________________________________  ______________________
Faculty Signature                                     Date

__________________________________________  ______________________
Community Placement Site Supervisor Signature             Date

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(forms adapted from Rollins College Center for Community Engagement)