

30. Learning Agreement between Faculty, Students, and Community Supervisor

This form is to be filled out by each student team, after consultation with the course faculty and community supervisor. All three parties shall indicate their agreement by signing at end.

Part I - COLLEGE INFORMATION

A. Name and contact information for student

Name:

Address, telephone #, email (when not at internship):

B. Name and contact information for faculty

Name:

Address, telephone #, email:

Faculty statement I agree to:

- serve as the faculty contact person for both the students and the community supervisor
- visit at the community placement site and with the supervisor at least once during the semester, or more as necessary (from the point of view of any of the parties)
- provide copies of this agreement to all three parties

Faculty comments:

Part II - THE COMMUNITY

A. Information about the community organization and project supervisor

Name of organization: Telephone #:

Name of placement supervisor: Email #:

Address of placement site: Fax #

B. Responsibilities/minimum requirements

Describe the project the students have agreed to do, with deadlines as appropriate. Indicate the minimum requirements for completing the project satisfactorily. Note: ***Project must include a minimum of 20 hours of community or program staff contact (see below).***

(1)

(2)

(3)

C. Training and direction

Describe orientation (including relevant information, organizational policies and procedures, safety issues), further training, direction, and/or consultation provided to the student by supervisor.

Will you, as the community supervisor, be able to attend the Final Presentations set for _____ and submit your grade to the course instructors for each team member's work on the agreed upon Community Based Research Project for your organization?

_____ **YES** _____ **NO**

Community supervisor comments:

Part III – SERVICE LEARNING PROJECT PROPOSAL

A. The Proposal

In a few short paragraphs, describe what your team project will be for the remainder of the semester. What will it accomplish for the community organization? What end product produced during the project will the organization be able to use in its continuing work? **Remember:** You will be required to submit a written report composed by all members of the group on your project and what it accomplished, as well as make a short presentation (*see below*) to the class, your team's community organization, and the college community on the scheduled presentation day.

B. Completing the Project

Think about what activities will be necessary to complete the project. What research information do you need to gather from the community or the community organization? What does the group feel is the minimum amount of contact in the field needed to finish the project?

Remember: Project must include a minimum of 30 hours of community or program staff contact (this could include orientation, direct service, participation in organizational events, phone calls, final presentation). How much time to you as a group feel is adequate to finish the project? Outline below:

C. Group member responsibilities

In the next section, describe how you see the group individually working on the project. Will there be individual responsibilities for each member? If so, draft out which group member will be responsible for which part of the project. Refer to the outline on the previous page to assist you.

D. Project Timeline

Now that you've described the project, determined what is necessary to complete the project, and worked through how the team is to divide the project work, draft your timeline for completing the project by Finals Week.

E. Community/Campus Presentation and Written Report

The final component of your team's Service Learning Project will be to write a thorough report of your project and make a presentation to both the community, the class, and the campus describing your project, what it accomplished for the community organization and/or the people the organization serves, and what or how the project will assist the community organization in its work in the future. Briefly describe, as best you can at this early point, what components might go into both the report and the presentation. Will you do a PowerPoint presentation? Will you invite the community to take a role? How will you divide the written work? What might you use to help communicate your findings and your work to the groups who will be represented at the presentation? Do the best you can.

Additional Student comments:

Part IV - SIGNATURES TO AGREEMENT

This Berea College/Community Learning Agreement formally acknowledges the consensus among the student, community supervisor, and course faculty about the objectives, processes, and responsibilities related to this project (as described above). This document will be the baseline for evaluating the student's completion of the CBR Project requirement of the course. The document may be amended, if all parties agree.

Student _____ (date) _____

Student _____ (date) _____

Student _____ (date) _____

Faculty _____ (date) _____

Community Supervisor _____ (date) _____