

STUDENT / AGENCY SERVICE LEARNING AGREEMENT

As a **student** engaging in Service Learning (SL) with the agency listed below, I understand and commit to the following:

1. I will comply with agency policies, standards and regulations and serve in a professional manner with respect for others, especially with regard to confidentiality.
2. I will be on time or call the agency if I cannot attend due to illness or emergency.
3. I will contact The Center of SL & CE if I have concerns, difficulties and/or feedback about this agency.
4. I will complete the SL in good standing and turn in all paperwork, including but not limited to the Assignment, time sheets and Evaluation as requested.
5. I understand and take full responsibility for any risk of property damage or personal injury that may be sustained as a result of these activities.

Service Learning Agency Information
--

Agency Name: _____ Contact: _____

Address: _____ City: _____ State: _____ Zip: _____

Email Address: _____ Phone: _____

Describe Student's Activities/Responsibilities: _____

The **agency** representative agrees:

1. To provide orientation, training and ongoing support and direction to the student.
2. To discuss, in advance, with the student any need for change of placement or hours of service.
3. That while serving as a SL Agency, the student will not be asked to transport any person or drive an agency vehicle, be alone with any minors, be in any private home without an agency representative, or violate the agreements set forth by the agency or Estrella Mountain Community College.
4. To not assign SL students to any assignment which would displace full-time employed workers or impair existing contracts for services.
5. Complete the Agency Evaluation of the Student at the end of the SL experience which will be sent electronically.

Please communicate any challenges, concerns or issues that may arise regarding our SL partnership to the Service Learning Office.

Together, we (the student and Agency Representative who signs below) agree that the student will serve a minimum total of _____ hours for the _____ term from (dates) _____ to _____.

Student's Signature: _____ Date: _____

Agency Representative's Signature: _____ Date: _____