



Service Learning Agreement

Henry Ford Community College

*This Service-Learning Agreement is designed to clarify expectations,
Communicate learning objectives, promote safety, and foster communication.
Site supervisors should keep a copy in order to contact students and instructors, as needed.*

Due Date to Return Agreement to Instructor: _____

HFCC Instructor: _____ **Course:** _____

Phone: _____ **Email:** _____

Service Hours required: _____

Course Learning Objectives for Student at Service-Learning Site:

1. _____
 2. _____
 3. _____
-

Student Name: _____

Phone: _____ **Email:** _____

Personal Learning Objectives for this Experience:

1. _____
 2. _____
 3. _____
-

Organization: _____ **Supervisor:** _____

Phone: _____ **Email:** _____

Address: _____

Community Site Learning Objectives/Expectations of Student:

1. _____
 2. _____
 3. _____
-

*The Service-Learning program at Henry Ford Community College is committed to building communities and enhancing students' learning by integrating community service with academic courses.

The Students Will:

1. Be responsible for the agreed service hours. Call ahead if they will be late or unable to attend a scheduled service shift.
2. Follow all policies of the site, including health and safety precautions and confidentiality.
 - ⇒ Do not go beyond the scope of assigned responsibilities. Use your judgment, and refuse risky or inappropriate requests and situations.
 - ⇒ Do not work in a room alone with a child or other client, or transport a child or other client, unless screened and cleared by site to do so.
 - ⇒ Follow all confidentiality and reporting policies at the site.
 - ⇒ We recommend that students carry health, accident, and auto insurance, as they are not covered under college insurance policy.
3. Inform the site supervisor of the learning objectives for the service-learning course, in order to be placed in a service experience that connects with the course.
4. Notify the supervisor and/or the instructor of any concerns or changes.

The Community Site Will:

1. Provide position descriptions, outlining expectations.
2. Provide orientation to the agency and to the issues and populations it serves, and provide appropriate training for the position.
3. Provide necessary space, equipment, and materials for the students to function effectively in the position.
4. Have clear risk-management and personnel policies and procedures in place, and include these in student training. We recommend that the community site have accident and liability coverage. If students are involved in transporting children or client, they should be covered by the community site insurance policy.
5. Provide a supervisor to guide and evaluate the student. Clarify procedures for the student to report problems, to get assistance, and to make suggestions.
6. Relate the student's service assignment to the course learning objectives, keep record of student hours, and complete an evaluation form if provided by HFCC.
7. Notify the student and/instructor of any concerns or changes.

The HFCC Instructor Will:

1. Provide written learning objectives for the students to take to the site, and approve the service-learning opportunity.
2. Orient students to the purposes of service-learning, the connection of service options with the course, and the importance of commitment and respect at the service-site.
3. Stress the importance of students' finding placement at the beginning of the semester.
4. Ensure a solid service-learning experience by providing opportunities for students to reflect on their service and integrate it with the course.

**Notify the students and/or site supervisor of any concerns or changes.
Please read agreement before signing. Site supervisor please keep a copy.**

(Students sign and date)

(On-site supervisor sign and date)

For more information, please contact Cynthia Stiller, HFCC Service Learning Coordinator
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