

## SERVICE-LEARNING AGREEMENT

\_\_\_\_\_ is enrolled in Introduction to Civic and Community Engagement at UCI and is completing community service as part of this service learning course, at the organization named below. Hours worked between October 1, 2013 and December 1, 2013 may be credited toward the service-learning requirement for this course. The purpose of this agreement is to develop a cooperative working and learning relationship between UCI and the student and \_\_\_\_\_. Students enrolled in this course will spend a minimum of 15 hours in service-learning at your organization during the placement period noted above. Individual agencies may require additional hours of students, but this should be stated up front at the time of signing this agreement.

Specific time commitments (days and hours) for service-learning and training shall be mutually agreed upon by the site supervisor and the individual student. Each student is required to maintain a log of his/her hours; the Service-Learning Site also should maintain an account of the student's hours and alert the professor, Dr. Gillian Hayes (gillianrh@ics.uci.edu) to any failure on a student's part to complete the required hours by December 1, 2010.

The best service-learning opportunity is one where **real needs of the organization can be met** at the same time the student is gaining a **valuable learning experience**. At the beginning of the quarter, the student and Service-Learning Site supervisor should work out specific activities, responsibilities, and objectives. The service-learning placement shall be structured to provide for the student an opportunity to:

- Contribute to daily activities of the organization through direct involvement in meaningful duties and tasks
- Develop an understanding of organizational goals and objectives
- Observe current social and environmental issues and intervention strategies
- Develop skills and values that encourage students' future commitment to being community leaders.

The Service-Learning Site supervisor shall meet regularly with the student to provide on-going directions or supplementary training and feedback related to the student's service-learning. If at any time conflicts arise between the supervisor and the student that cannot be readily resolved, the Dr. Hayes shall be informed immediately. **A written evaluation, provided by UCI, must be completed during the final week of the Service-Learning Period and is one of the requirements for the student to receive academic credit.** This evaluation should be sent to the Dr. Hayes or delivered by the student in a signed sealed envelope. Students are responsible for meeting all requirements to receive academic credit for their completion of course requirements.

Although they are not employees, students shall be subject to the rules and regulations of the Service-Learning Site, which will assume responsibility for informing students of those rules and regulations. UCI shall indemnify, hold harmless, and defend the Service-Learning Site, its officers, agents, and employees for liability or claims for damage for personal injury, death, or property damage resulting from UCI's own acts or omissions in the performance of this program. The Service-Learning Site shall indemnify, hold harmless, and defend UCI, its officers, agents, and employees for liability or claims for damage for personal injury, death, or property damage resulting from the Service-Learning Site's own acts or omissions in the performance of this program. All concerns regarding this agreement and the students should be addressed with the Course Instructor.

**Agency Name and Full Mailing Address:** \_\_\_\_\_

**Primary Contact:** \_\_\_\_\_ **Phone** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Service-Learning Site Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

For questions, please contact Gillian Hayes at gillianrh@ics.uci.edu or 949.824.1483

**\*Student: Please return a copy of this form to your site supervisor and return this**

**completed form to the Course Instructor in class on** October 24, 2013 (date).