



# Affiliation Agreement

This form acknowledges the current service learning project underway with the following name partners.

**Instructor:** \_\_\_\_\_

**Course:** \_\_\_\_\_

**Terms and dates:** \_\_\_\_\_

**Community Partner:** \_\_\_\_\_

**Name of students (if known):**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Clear expectations about the responsibilities of all parties are essential to a successful supervision relationship, and are outlined below.*

**Select one of the following and have it filled out:**

\_\_\_\_\_ hours per week for \_\_\_\_\_ weeks

\_\_\_\_\_ hours total for the term

Minimum \_\_\_\_\_ hours and no more than \_\_\_\_\_ hours

**The Role of the Project Leader at the designated Agency / Company:**

- Allow access to Agency / Company records as appropriate to assigned tasks.
- Assist the student in the development of the project.
- Provide a general exposure to the professional environment with opportunities for learning.
- Communicate any problems to the course instructor.

**Brief description of the anticipated service learning activities and/or final deliverable:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### **The course Instructor agrees to**

- Describe the service learning activity and its relation to the course objectives in the course syllabus.
- Provide learning activities and discussion that help connect service learning with academic learning.
- Connect with the student and / or project leader, periodically throughout the term, to establish student activities; discuss possible goals; and to strategize final items.
- Identify problems as early as possible, and when necessary, devise a plan for their resolution.
- Monitor the learning experience to ensure the learning objectives are being met.
- Be available during the term, as well as at term end, to ensure project leaders are satisfied with student performance.

### **The Student agrees to:**

- Uphold a level of professionalism in attire, language, and attitude, including keeping cell phone off.
- Abide by organizational policies and procedures, including confidentiality and respect for privacy of clients.
- Ask questions whenever unsure of any and all policies, procedures, project guidelines and expectations.
- Maintain attendance and punctuality, and take the responsibility to reschedule any missed dates.
- Promptly notify contacts about possibly missing a meeting, being late, or being absent (i.e. illness).
- Discuss with the Project Leader, or Faculty member, any areas of disagreement, dissatisfaction, or confusion with respect to any part of the service learning experience.
- Provide a letter of thanks to the Project Leader / Agency / Company for their help in assisting with learning outcomes.

### **Statement on Confidentiality:**

Student and instructor will...

- maintain strict confidentiality of any information, both written and unwritten;
- use Agency/Company information for course work in designated course only; and
- not disseminate, publish, present, or copyright any information without prior express written permission.

*If you have any questions, please contact the course instructor.*

Contact information: \_\_\_\_\_