

Sample Service-Learning Agreement

This agreement entered into this day of 200 , between the Trustees of the California State University on behalf of California State University, Northridge, referred to as "UNIVERSITY" and , referred to as "COMMUNITY ORGANIZATION (CO)."

In addition to these terms and conditions the General Provisions, consisting of one (1) page, and the Community Organization Profile, consisting of one (1) page, are incorporated by reference and made a part of this agreement.

I. Statement of Purpose

- A. The University's mission and values strongly endorse partnerships with the community that advance the quality of life and the educational, intellectual, artistic, civic, cultural and economic aspirations for all those living or working in our neighboring communities. The mission of the University's Center for Community Service-Learning is to inspire, encourage and support students and faculty in their pursuit of academic excellence through involvement in pedagogies that combine explicit academic learning objectives, preparation and reflection with meaningful service activities in the community.
- B. The community organization's mission is stated in the Community Organization Profile.
- C. The UNIVERSITY AND THE COMMUNITY ORGANIZATION (CO) recognize the opportunity for positive learning experiences and mutual benefit for each and for service-learning students (referred to as STUDENT(S)).

II. Priorities

- A. Program Activities
Activities will be accomplished in accordance with this agreement and associated exhibits, and THE Student's *Service Learning Plan*, reviewed and agreed upon by the STUDENT, UNIVERSITY and COMMUNITY ORGANIZATION. All participating students from the same academic class may submit a single, identical learning plan to the CO.
 1. The STUDENT(S) will:
 - a. Participate in all relevant trainings required by the CO and/or the faculty mentor as well as training outlined in Section III-A-3, of this document.
 - b. Model appropriate, professional behavior when working with clients and when on CO site(s). (See Student Service-Learning Guidelines.)
 - c. Meet the CO's service goals and the learning objectives of the faculty member teaching the service-learning course, identified in the Student's *Service Learning Plan* for the course in which they are enrolled.
 - d. Perform any additional service or academic duties specific to the scope of work as identified in the Student's *Service Learning Plan*.
- B. Safe and Productive Environment – Reference CO's policy(ies) about safe work environment.
 1. The CO will:
 - a. Give STUDENT(S) a complete tour of the site, and ensure that STUDENT(S) are aware of all emergency procedures and are able to act responsibly in the event of an emergency.
 - b. Ensure that STUDENT(S) are aware of the unique nature of the population and/or clients of the CO and has received an orientation and any additional training the CO deems necessary to work with this population.
 - c. California law may require the CO to obtain STUDENTS' fingerprints and submit them to the Department of Justice, and/or the Federal Bureau of Investigation for a criminal background check. It is the CO's responsibility to (1) determine whether such fingerprinting is required; (2) obtain the STUDENT'S fingerprints; (3) obtain criminal background clearance from the appropriate agency and (4) maintain the confidentiality of that information in accordance with State Law.
 2. The UNIVERSITY will ensure that STUDENT(S) agree(s) to the following:
 - a. To abide by the CO's rules and regulations while on site and when working with CO clients.
 - b. Ensure that their interactions with clients are safe, positive and productive.
 - c. To support the CO's program and its objectives by performing the service activities stated in Section II-A-1 of the Program Activities section of this document.
 - d. Any additional service or academic duties specific to the scope of work as identified in the Student's *Service Learning Plan*.

III. Structure and Support of Service-Learning Student(s)

A. The CO

1. Site Supervision – The Site Supervisor, as identified in the Community Organization Profile, will meet with STUDENT(S) in accordance with their service schedule as identified in the Student’s *Service-Learning Plan*. All CO program staff will support STUDENT(S) as they interact with CO personnel and clients, and the site supervisor will provide guidance and advise as necessary and appropriate. A secondary site supervisor, identified in the Community Organization Profile, will be responsible for the STUDENT(S) in the absence of the primary supervisor.
 - a. The CO director or his/her designee will meet with the representative faculty member of the University as identified in the Community Organization Profile.
 - b. The CO director and Maureen Rubin, Director of the Center for Community Service-Learning at UNIVERSITY or her designee shall meet as appropriate in order to facilitate the most mutually beneficial experience for all parties involved, or at the request of any of the parties involved.
 - c. The CO agrees to provide a list of risks inherent to the Service-Learning environment in the Community Organization Profile.
2. Supervisory Training and Orientation – The Site Supervisor or his/her designee will attend at least one introductory workshop and all subsequent mandatory workshops at the UNIVERSITY and read appropriate handbooks to learn best practices for working with service-learning students.
3. STUDENT Training and Orientation – Site Supervisor or his/her designee will provide specific training needed by STUDENT(S) prior to their working with clients or providing service to the CO. Necessary training can be provided through collaboration between the CO, UNIVERSITY and faculty member.
4. Work Space – STUDENT(S) will have an appropriate space at the CO site in which to conduct their assigned work. The CO will provide access and training for any and all equipment necessary for STUDENT(S) to use in order to fulfill their assigned service roles.
5. Evaluation – The CO site supervisor or designee will complete an evaluation regarding the quality of service that each STUDENT(S) provided to the CO as agreed upon in the Student’s *Service-Learning Plan*.

B. UNIVERSITY

1. Training and Reflection – The faculty member alone or in cooperation with the CO, will provide a training session for STUDENT(S) regarding their responsibility as described in Section II. The Faculty Member will provide opportunities for STUDENT(S) to reflect on their experience while serving at the CO.
2. Supervision and Accountability – The faculty member or his/her designee is responsible for ensuring that the service of the STUDENT(S) is carried out effectively to meet the needs of the CO and will work closely with the CO and STUDENT(S) to meet the expectations and priorities of the CO.

IV. Length of Agreement Term

- #### A. Initial Term – The UNIVERSITY and CO have reached the initial agreement term. This term represents one semester.

This agreement shall become effective upon execution and shall continue until terminated by either party after giving the other party 30 days advance written notice of the intention to terminate, provided further, however, that any such termination of the agreement by the CO shall not be effective against any STUDENT(S) who at the date of the mailing of notice of termination was participating in said program until such STUDENT(S) has completed the program as mutually agreed upon.

- #### B. Renewal Process – This agreement will be in perpetuity providing STUDENT(S), the CO, the UNIVERSITY and faculty member desire to continue the relationship for the purpose of service-learning or as long as the faculty member or other faculty members continue placing service-learning students at this site.

1. The UNIVERSITY and CO continue to be committed to actively supporting the goals of the other.
2. The STUDENT(S) work is meaningful and helps to provide support to the CO.
3. The relationship is consistent with the goals of the CO, UNIVERSITY, STUDENT and faculty member teaching the service-learning course.

UNIVERSITY

By _____

Name and Title: Mary Rueda, Manager,
Purchasing & Contract Administration

Date _____

COMMUNITY ORGANIZATION

By _____

Name and Title: _____

Date _____