SERVICE LEARNING CONTRACT

Last Name __________________ First Name __________________ MUID ______________

E-mail Address ______________ Service Start & End Dates ______ - ______

Agency Name __________________________ Site Contact ________________

Course ___________________________ Professor ________________________

Brief Description of Service ____________________________________________

Learning Objectives (See objectives set by your professor in your syllabus)

1. ________________________________________________________________

2. ________________________________________________________________

3. ________________________________________________________________

As a **Service Learner** I agree to:
- Attend an orientation at my site and serve **every** week for the duration of the semester
- Call my site if I am unable to make my regularly scheduled time
- Act in a professional manner when at my site
- Fill out and return all paperwork within designated time frame
- Notify my Site Contact if I am having problems with my site, or notify my student coordinator or professor if problems cannot be resolved by talking to the site contact
- Keep track of my hours throughout the semester

Student Signature ___________________________________ Date ______________

As a **Community Partner** with the Marquette University Service Learning Program I agree to:
- Provide a thorough orientation and discuss learning objectives with Service Learners
- Place students in volunteer situations which will be complementary to their class work
- Be available to the Service Learners to discuss any problems or issues that may arise
- Keep in contact with Service Learners to let them know of things like an agency calendar or special events
- Provide feedback on the Service Learner’s performance

Site Contact Signature ___________________________________ Date ______________

As a **Professor** using service learning I agree to:
- Provide guidance to help students relate their volunteer experience to their class work
- Check in with students to help ensure service experiences are going well
- Communicate with the Service Learning Program about any problems that arise during the semester
- Help students reflect on their service and social justice issues they may encounter

Professor Signature ___________________________________ Date ______________

The **Marquette Service Learning Program** agrees to:
- Maintain communication between student, professor, and agency to facilitate a positive learning experience
- Provide additional services such as reflection sessions and encourage students to come in for help or advice concerning their service experience.

White: Service Learning Office Copy
Yellow: Community Partner Copy