



SERVE-101 Learning Agreement

This completed form is to be submitted of all SERVE-101 students with all appropriate signatures before beginning any community service work that will be used to satisfy course requirements. Please print all information legibly.

Student Information

Name: _____ Local Phone: _____

Local Address: _____
Street City State Zip

Course Information:

Instructor: _____ Section: _____ Semester/Year: _____

Site Information:

Agency: _____ Phone: _____

Site Supervisor: _____ Email: _____

Address: _____
Street City State Zip

Community Service Description:

- What issue area(s) does your service address?**
- | | |
|--|---|
| <input type="checkbox"/> Hunger & Homelessness | <input type="checkbox"/> Community Development & Revitalization |
| <input type="checkbox"/> Environment & Animals | <input type="checkbox"/> Youth Education, Literacy & Mentorship |
| | <input type="checkbox"/> Health, Wellness & Special Needs |

Service Activities: Identify and describe the nature of the service activities in which you will be engaged, Be as specific as possible in describing your responsibilities and duties.

Learning Objectives: What do you hope to learn from this service experience? What skills would you like to develop in fulfilling this service experience? How will you link your service to your personal and/or professional goals?

As a SERVE-101 **Student**, I agree to:

1. observe expectations, guidelines and dates outlined in course syllabus to satisfactory complete course requirements.
2. act in a responsible manner while representing Philadelphia University at the service placement site, and abide by all rules and regulations that govern the site in which I have been placed. Demonstrate honesty, punctuality, cooperation, courtesy and willingness to learn.
3. participate in an orientation at my service site and understand my role as a service learning students in working with the community partner.
4. be prepared, open minded and respect agency confidentiality, rules, and norms.
5. avoid unsafe acts and be alert to unsafe conditions. Notify organization and instructor of any difficulties or unsafe conditions experienced at the service placement.
6. work according to the schedule below to fulfill my service assignment:

Total Service Hours: _____ per week and/or _____ per semester

Beginning Date: _____ Ending Date: _____

Student Signature: _____ Date: _____

As a SERVE-101 **Site Supervisor**, I agree to:

1. review course syllabus and the expectations for the student to successfully complete course requirements.
2. provide clear description of expectations by outlining tasks, responsibilities, and required skills.
3. orient students to organization's history, culture, and service community. Use "orientation checklist" to help plan your service orientation.
4. provide a safe and secure environment in which student can successfully execute their responsibilities.
5. train, supervise and mentor student. Meet with student as needed and familiarize students with key community and societal issues facing your organization (i.e. "bigger picture" – why you do what you do, and how students can contribute to this end). Take time to evaluate the students' progress towards meeting your expectations and recognize them as appropriate.
6. be realistic about time commitment and expectations. Consider the students' commitment to their academics, think in terms of semester and the academic calendar. Expect students for an average of 2-3 hour blocks over a 4-6 week period.

Site Supervisor Signature: _____ Date: _____

Site Supervisor: _____ Phone: _____

Supervisor Title: _____ Email: _____

As a SERVE-101 **Instructor**, I agree to:

1. review and approve the student's service placement and learning objectives for their ability to satisfy course objectives.
2. provide assignments and reflection activities that will contribute to the student's ability to fulfill their learning agreement and discuss concerns the site supervisor or student may have about this course.
3. communicate with site supervisor to evaluate student's quality of service.

Instructors Signature: _____ Date: _____