



Service Learning Agreement
(Formerly the Service Learning Plan)

FACULTY: This form is REQUIRED of all service-learning students in the CSU System and MUST be retained by the course instructor's Academic Department for three years.

STUDENTS: Please complete this form and return the completed form with all required signatures to your course instructor.

Student Information - Please Print

Student Name: Student ID#:

Address: City Zip

Phone #: ()

Course Information

Course Name: Section #:

Course #: Semester/Yr

Course Instructor: Phone #: ()
(Print first & last name)

Site Information

Agency/Site: Phone #: ()

Site Supervisor/Teacher Phone #: ()
(Print first & last name)

Site Address: City State Zip Country

Learning Objectives: What do you hope to learn from this service experience? Include relevant course learning outcomes, as well as specific learning objectives related to the work at your site.

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.

The Student:

1. I have read the *Service Learning Guide for Students* (http://service.csumb.edu/students/student_guide.html) and I am familiar with the *Guiding Principles for Reducing Risk in Service Learning*.
2. I agree to act in a responsible manner while representing California State University at the service learning placement site, and abide by all rules and regulations that govern the site in which I have been placed.
3. I have reviewed and understand the benefits and risks listed in organization’s profile on the Service Learning Institute’s Community Partner Database (http://service.csumb.edu/partners/partner_database.html).
4. I understand the connection between the service learning course, and the service and learning objectives to be fulfilled at the service site.
5. I have participated in an orientation at my service site and understand my role as a service learning student in working with the community partner.
6. I agree to work according to the schedule below to fulfill my service assignment:

Total Service Hours for: Semester: _____ Hours/Week: _____
 Beginning Date: _____ Ending Date: _____

Days of Service:							
Service Times:							

7. I agree to complete any forms, evaluations or other paperwork required by either the course or the site supervisor.

Student Signature: _____ Date: _____

The Site Supervisor:

1. I have reviewed the expectations for Site Supervisors described in the **CSUMB Community Placement Agreement** with my organization.
2. I have reviewed the student’s service and learning objectives and have determined that they constitute an appropriate service learning assignment.
3. I agree to guide this student’s work and to submit a brief final evaluation of his/her achievement to the course instructor at the end of the service assignment.
4. I agree to complete a survey regarding the quality of services provided by the Service Learning Institute
5. I agree to discuss any concerns about the service learner’s performance with him/her directly, and/or with the course instructor and SLI staff if necessary.
6. I understand that the student will complete an evaluation of his/her service learning experience at my organization, and that this information may be used in Service Learning Institute publications and reports. All names and institutional identifications will be kept confidential.

Site Supervisor Signature: _____ Date: _____

Site Supervisor: _____
 (Print first & last name)

Site Supervisor Title: _____

Faculty/Course Supervisor:

1. I have examined and approved the student’s service and learning objectives. They are appropriate to the themes and topics of this service learning course.
2. I agree to provide assignments that will contribute to the student’s ability to fulfill this Service Learning Plan, and I agree to discuss concerns the site supervisor or service learner may have about this course.

Faculty/Course Supervisor _____ Date: _____
 (Signature)

Faculty/Course Supervisor _____
 (Print first & last name)