



Georgia's Public Liberal Arts University

SERVICE LEARNING CONTRACT

Last Name _____ First Name _____ ID# _____

E-mail Address _____ Service Start Date _____ End Date _____

Agency Name _____ Site Contact _____

Course Number _____ Professor _____

Brief Description of Service: _____

Learning Objectives: (See objectives set by professor in you syllabus)

1. _____
2. _____
3. _____

As a service learner I agree to:

- Attend an orientation at my site and serve the agreed upon time for the duration of the semester
- Call my site if I am unable to make my normal scheduled time
- Act in a professional manner when attending my site
- Fill out and return paperwork within designated timeframe
- Notify my site contact if I am having problems with my site, or notify my professor of director of service learning if problems cannot be resolved by talking to the site contact
- Keep track of my hours throughout the semester on the approved service learning timesheet

Student Signature _____ Date _____

As a community partner with the Service Learning Program at GCSU 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 let them know of things such as agency calendar and 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 make sure service experiences are going well
- Communicate with the Service Learning office about any problems that arise during the semester
- Help students reflect on their service and societal issues they encounter

Professor Signature _____ Date _____

What to expect from the GCSU Service Learning Coordinator:

- Facilitate communication between student, professor and agency to ensure a positive learning experience
- Provide additional services such as beginner trainings and reflection sessions and encourage students to come in for help or advice concerning their service experience

Make three copies of this form when complete:

1. Student
2. Agency/organization supervisor
3. Professor

