



SERVICE LEARNING AGREEMENT

Semester / Year Participating _____

Student _____

Email _____

Student's Phone(s) _____ Major _____

Host Organization/Community Project Name _____

Check here if there is a Host Organization:

Location/Address of Project Site _____

Instructor: _____ Phone: _____

Site Supervisor: _____ Phone: _____

Email (both) _____

Working together, the Instructor and student have determined the following objectives to be accomplished while participating in the Service Learning Project.

Service Learning Objective _____

Duties, responsibilities, and activities for meeting objective

Information on site location, surrounding environment:

Explain risk issues, safety and precautions, etc

Required Readings (determined by Instructor):

Written Assignments/Reflective Activities (determined by Instructor):

This **Service Learning Agreement** is established to provide a basis of understanding between Stetson University, the student, and the host organization (if applicable).

The **Instructor** agrees to:

1. Work with student to identify academic and service learning objectives.
2. Provide related academic assignments coordinated with the service learning experience.
3. Communicate with site supervisor throughout the semester to evaluate student's quality of service.
4. Assess degree to which student meets stated learning objectives.
5. Schedule and document an onsite visit to assess service learning site and surrounding environment prior to student involvement.
6. Conduct and document a student orientation to convey pertinent information regarding the service learning site including any risks, precautions and safety measures that should be taken.
7. Provide any necessary training, tools, and protective equipment as needed.

The **Student** agrees to:

1. Notify instructor, before accepting service learning project, of the need for special accommodations due to any disabilities.
2. Follow the Student Code of Conduct and University policies
3. Perform assigned tasks in a responsible manner.
4. Demonstrate honesty, punctuality, cooperation, courtesy, and a willingness to learn.
5. Maintain regular attendance both at Stetson and at the learning site.
6. Avoid unsafe acts and be alert to unsafe conditions.
7. Notify appropriate host organization personnel or Stetson instructor of any significant difficulties or unsafe conditions experienced at the learning site.
8. Provide records or reports required by either the instructor or the host organization.
9. Facilitate obtaining a completed evaluation form from site supervisor.
10. Complete evaluation and required assignments at end (or throughout, if required) of assignment.

The **Site Supervisor/ Host or Local Organization** agrees to:

1. Assist in providing a service learning experience that permits the student to meet her/his learning objectives but which are non-critical to the host/local organization's business.
2. Provide supervision that emphasizes the student's safety as well as the learning objectives.
3. Clarify to community entity the expectations of the student's learning experience.
4. Notify Stetson instructor in a timely manner of any serious problems related to the field learning experience, including a need to terminate student's placement.
5. Assist in furnishing all necessary training, supplies and equipment.
6. Communicate periodically with Stetson instructor regarding student's quality of service.
7. Assist in the final evaluation at the end of each semester.
8. Make appropriate and reasonable accommodations for students with disabilities. The student must make instructor aware of any special needs in advance.
9. Acknowledge the University's policy on Non-Discrimination and Unlawful Harassment (attached)

We the undersigned agree to the conditions set forth in this Service Learning Agreement.

PRINT NAME

SIGNATURE

DATE

Student _____

Instructor _____

Site Supervisor / Host Organization or Local Organization:

Print Name

Signature

Date

Policy on Non-Discrimination and Sexual/Unlawful Harassment

In an effort to provide students with a safe and comfortable educational experience within their service learning role, we require instructors, site supervisors, and host or local organizations to review and acknowledge the following standards and policies that apply to our service learning program and our intern participants.

Non-Discrimination

Stetson University, in accordance with the EEOC, prohibits discrimination on the basis of race, color, religion, national origin, sex, age, sexual orientation, disability or veteran status. Discrimination against any individual for the above reasons is specifically prohibited except where sex, age or non-handicap is a bona fide occupational qualification.

Sexual and Other Unlawful Harassment

Stetson University also adheres to Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972. The University's unlawful harassment policy also applies to our service learning program to protect the rights of students and provide an environment that is free from sexual and other unlawful harassment as described below:

Unwanted and unsolicited sexual advances, requests for sexual favors, and other deliberate or repeated communication of a sexual nature, whether spoken, written, physical or pictorial, shall constitute sexual harassment when:

1. Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's employment, academic status or participation in College-sponsored activities.
2. Rejection of such conduct is used as the basis, implicitly or explicitly for imposing adverse terms and conditions of employment, academic status or participation in College-sponsored events; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working or learning environment.

Other Unlawful harassment is defined as verbal or physical harassment based on a legally protected category, and when such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating hostile or offensive environment.