

Return form to Service-Learning Assistant / CGCC Instructor / Office of Student Life

Semester and Year _____ Course & Section _____ Instructor _____

Student Name: _____ Today's Date: _____

Name of Organization / Agency: _____

Agency Supervisor: _____ Title: _____

Agency Address/City/Zip: _____

Agency Phone: _____ Name of Direct Supervisor: _____

Student's Specific Service Responsibilities as it relates to their course of study: _____

Student Start Date: _____ End Date: _____

MUTUAL EXPECTATIONS AGREEMENT

I. ORGANIZATION / PLACEMENT SITE – We commit to the following:

- To provide an adequate position description, orientation/training, and assistance to the student service-learner or volunteer
- To provide supervision, feedback, and evaluation on student performance
- To respect the individual and learning needs of the student
- To provide meaningful tasks related to skill, interests, and learning objectives
- To provide appreciation and recognition of the student's contributions
- To provide a safe and appropriate working environment

II. CGCC SERVICE-LEARNING STUDENT – I commit to the following:

- To perform my respective duties to the best of my ability
- To adhere to the organizational rules, procedures, and policies including the confidentiality of agency and client information
- To be open to supervision with mutual feedback which will facilitate service learning-learning growth
- To meet time and duty commitments or if unable to do so, will provide adequate notice so that alternative arrangements can be made

III. AGREED TO:

_____ Organization/Placement Site
Date and Signature

_____ CGCC Service-Learning Student
Date and Signature

Office use only:

Multiple Classes? Ask student if enrolled in multiple service-learning classes. If yes, complete below:

Class in which to credit hours: _____ "Exempted" Classes: _____

Current Agency? Check Agency list. Contact Log: Date you gave student contact log _____