

**West Chester University of PA
Office of Service-Learning and Volunteer Programs
610/436-3379**

Service Learning Contract - Sample

COURSE _____ PROFESSOR _____
STUDENT _____
SERVICE-LEARNING PLACEMENT SITE _____

Learning Goals:

To be completed by the student and professor, in consultation with the placement site supervisor.

- 1.
- 2.
- 3.

Student Responsibilities:

1. Arrive on time for every session.
2. Call and inform the site ahead of time if you are unable to work when scheduled.
3. Define an appropriate set of responsibilities for your service-learning experience.
4. Be patient, and be productive! Make the best use of your time at the agency
5. Make sure you know who at the agency you should report any concerns, and inform your professor.
6. Keep an accurate record of your hours and complete the number of hours required by the class and/ or agency.

Student's Signature

Date

Placement Site Responsibilities:

1. Help the student develop a consistent schedule.
2. Provide information to the student about the agency and its services to the community.
3. Provide the student with the name and contact information of someone at the agency to report any concerns.
4. Verify if necessary the student's hours each week.
5. Effectively monitor the performance of the student.
6. Contact the Office of Service-Learning and Volunteer Programs, 610/436-3379, immediately if efforts to resolve problems with the student are unsuccessful.

Placement Site Supervisor's Signature

Date