

2015

Sample Course Learning Contract

University of Southern Maine

Follow this and additional works at: <https://digitalcommons.usm.maine.edu/mu>

Recommended Citation

University of Southern Maine, "Sample Course Learning Contract" (2015). *Maine's Metropolitan University*.
8.
<https://digitalcommons.usm.maine.edu/mu/8>

This Article is brought to you for free and open access by the Institutional Memory at USM Digital Commons. It has been accepted for inclusion in Maine's Metropolitan University by an authorized administrator of USM Digital Commons. For more information, please contact jessica.c.hovey@maine.edu.

Service-Learning
Course
Form



PORTLAND • GORHAM • LEWISTON • ONLINE

Community Engagement and Career Development
SAMPLE LEARNING CONTRACT

This Learning Contract documents and confirms the mutual understandings between the faculty member for the course listed below, the community-based host site, and USM's Office of Community-Based Learning (CBL) and the community-based host site, of the commitments and expectations with regard to the service-learning partnership outlined below:

Course Number/Name _____

Address: _____ E-mail: _____

Town/State/Zip: _____ Phone: _____

Campus Contact: _____

Community-Based Host Site Name: _____

Host Site Address: _____ Phone: _____

Host Site Supervisor's Name: _____ Email: _____

UNDERSTANDINGS:

Instructor will:

- Facilitate students' assignment/choice of a community-based host site for their service-learning activities.
- Make clear the expectation that students serve for at least ____ hr(s) per week of service-learning in the course of the semester.
- Balance service-learning activities and other requirements of the course (e.g. reading and writing assignments) for a coherent and appropriate whole.
- Provide opportunities for students to reflect on their experience and/or connect their experience to academic learning.

Community-Based Host Site will:

- Facilitate and fund a thorough screening of volunteers through an application, interview and background check (if required by program).
- Provide appropriate environment for the students, including clear expectations/orientation and a meaningful role
- Provide students with on-site support.
- Maintain contact with the Office of Community-Based Learning.
- Provide a mid-semester and final evaluation of the course partnership/overall assessment of volunteers.
- Report any problems, questions, or concerns to the Office of Community-Based Learning in a timely manner, and has the right to suspend or terminate the placement of any student for reasons of health, unsatisfactory performance or other reasonable causes upon giving written notice to the University and to student.
- Act as the mandated reporter for all students who suspect child abuse/neglect.

Students will:

- Schedule their service activities to accommodate their schedules and to serve the needs of the community-Based host site. This is done in coordination with the host site supervisor.
- Arrive on time and satisfactorily complete their service activity.
- Provide a minimum of 24 hours notice if they are unable to be at the service site.
- Treat all staff and clients with respect.
- Report any suspicion of child abuse/neglect to the site coordinator at the service site.

- Report their service activities via the USM Office of Community-Based Learning website at <https://usm.maine.edu/community-engagement-career-development> when service-learning is complete, or at the end of the academic year, whichever is first.

Office of Community Engagement and Career Development will:

- Facilitate communication among the instructor, Host Site, and student in support of the satisfaction of all.
- Provide support for students experiencing difficulties at their host site; participate in retention and appreciation efforts
- Support assessment and evaluation of the placement experience and collect data for ongoing assessment of community-based learning at USM
- Maintain regular contact with community-based host site through email, site visits and other forms of communication
- Provide opportunities for students to reflect on their experience and/or connect their experience to academic learning.

Overview of agreed upon service-learning activities/project(s) for this partnership:

SIGNATURES:

Instructor	_____	Date _____
Print Name:	_____	
Host Site Staff	_____	Date _____
Print Name:	_____	
CBL Staff	_____	Date _____
Print Name:	_____	