



MCKENDREE UNIVERSITY

STUDENT-AGENCY SERVICE LEARNING CONTRACT

We appreciate your utilization of McKendree University student volunteers. To better serve you, would you please complete the following questions which will be reassessed at the end of the semester?

Student Name _____

Student School Address _____

Student Phone _____

Student E-mail Address _____

Student Affiliations _____

Agency Name _____

Agency Address _____

Service Supervisor _____

Agency Phone _____

Supervisor E-mail Address _____

TO BE FILLED OUT BY STUDENT AND COORDINATOR SUPERVISOR

I agree to serve for _____ hours per week for a total of _____ hours during this academic semester.

Dates of Service: Begin _____ and End _____

TO BE FILLED OUT BY COORDINATOR SUPERVISOR

The supervisor agrees to:

1. Provide orientation and training explaining the population worked with and issues faced;
2. Set goals and tasks with the McKendree Student;
3. Supervise the student on a regular basis during service;
4. And provide opportunities for students to build relationships with the population served if possible.

Please list the duties, responsibilities, and expectations given to the student.

1. _____
2. _____
3. _____

What can the student expect to learn?

Please list any other information students should know before beginning the placement such as appropriate attire or sign in policies.

TO BE FILLED OUT BY THE STUDENT

What do you hope to learn?

What resources (experiences, etc) do you bring to this placement?

The student agrees to:

1. Comply with the standards and regulations set forth by the agency/program;
2. Serve in a professional manner with respect for others and an open, caring attitude;
3. Be on time, give the agency advanced notice if you cannot attend if possible, call the placement agency in case of illness and carry out assigned, agreed upon tasks;
4. Refrain from using cellular devices at the agency unless otherwise discussed and wear appropriate attire;
5. Abide by all policies of the program, especially with regards to confidentiality.

Student Signature _____

Service Supervisor Signature _____

PLEASE RETURN A COPY OF THIS CONTRACT TO:

Your Professor _____

If any problems arise, please feel free to contact the professor listed above or:

Joshua Hughlett
Program Coordinator
The Lyn Huxford Center for Community Service
jahughlett@mckendree.edu
618-537-6901/6900

Thank you for your work with this student and McKendree University!
This form should be given to your professor with the certificate of completion of the Service Learning Pre Survey and hour's log. The documents will then be given to the Lyn Huxford Center for Community Service after the grade is submitted data purposes.

