

FORMS WILL NOT BE ACCEPTED LATER THAN THE FIRST WEEK OF THE SEMESTER

SERVICE LEARNING CONTRACT

Professor and Student: please read the guidelines on the back of this form.

_____ Semester, 20_____

integrated with the following course: _____
Dept./course number/title

I have agreed to direct one hour of service learning work for:

_____ Student's name I.D. number

_____ Address Phone

who is a Fr. ___ So. ___ Jr. ___ Sr. ___ in the College of _____

Briefly, but specifically, describe the nature of the service learning project. Indicate the name of the agency, the work to be done, and the integrative value to the course listed above. Discuss objectives, procedures, and outcomes. Attach a reading list, if appropriate.

Signature of Student

Signature of Professor

Community Service Coordinator
Office of Campus Life

Professor (please print full name)

Dean, Honors College

Date

Department

EXPR 10295_____ 20295_____ 30295_____ 40295_____
(The level here matches the student's class level)

Guidelines for Service Learning Contract

The Experimental and Integrative Studies Program permits students to add a service learning component to any regular University course. The student must receive written permission from the instructor under whose direction the work will be done. The instructor is under no obligation to agree to supervise a contract for service learning, which entails additional work beyond the normal load for the course. The guidelines below should direct the project.

- The student will devote a minimum of 45 hours of work during the semester for the contract. At least 30 of these hours must be **on-site** at the agency/organization. The remainder may be devoted to reading, writing, or conference time which will result in a finished product. The work must be reviewed and assessed by the collaborating faculty member for a letter grade which will be separate from the letter grade for the course to which it is attached. This may be done, for example, through a student journal, portfolio, formal writing assignment, assigned readings, a class presentation, or a combination of any of these.
- The student must provide a letter of completion from the supervisor at the agency.
- The student cannot receive other academic credit or wages for this experience.
- The experience must be integrated into the academic content of the course to which it is attached. Service learning differs from community service in that it is integrated into academic study. It also differs from a field experience or internship in its explicit service motivation. This experiential component added to a course should arguably enhance the student's understanding and application of course content as well as develop skills related to that content. The student's service work should help connect the world of academe to the world of social responsibility beyond the University in which the student will eventually participate fully as a citizen and continually developing learner.

To process this form:

The student and the collaborating faculty member should complete and sign the form.

The student should then take the completed form to the Coordinator of Community Service in the Office of Campus Life for approval.***

The Coordinator of Community Service will then forward the approved form to the Dean of the Honors College, which houses the Experimental and Integrative Studies Program (EXIS).

The EXIS office will then register the student for the appropriate course number.

*** The Coordinator of Community Service is available to answer any questions the student or the faculty member may have about service learning opportunities.

At the conclusion of the course, the student will submit to the Experimental and Integrative Studies Program office, 106 Van Campen (the Honors College), a three-paragraph statement for publication in an annual booklet describing service projects. The statement should address three topics: (1) the nature of the service, (2) how the service enhanced the student's learning of course material as well as personal development, and (3) the impact of the student's service on those served.