Student: ____________________________      Placement Site: _______________________

NOTE: This form should be reviewed and signed by the student and the site supervisor during the meeting. Site supervisors are encourage to keep a copy of this form on file and share it with the student’s direct supervisor. The student must return the signed copy to their professor or to the Center for Volunteerism & Service-Learning no later than ______________.

Student’s Responsibilities:
1. Adhere to all regulations and procedures of the service site.
2. Perform assigned tasks to the best of one’s ability.
3. Behave and dress professionally at all time. NO cell phones, iPods, jeans or hoodies!
4. Ask for input and make sure that learning objectives and expectations are clear to the sit supervisor at the beginning of the service experience, including academic requirements on syllabus.
5. Complete 10 hours of service.
6. Report to the service site at pre-arranged scheduled times and days.
7. Provide advance notice of absences (a minimum of 24 hour notice) and make the necessary arrangements to make up missed time. Plan ahead so papers, exams and other responsibilities do not interfere with the service-learning schedule that has been established.
8. Maintain the confidentiality of names/ situations of persons at the service site.
9. Meet all requirements presented by the course instructor and the Center for Volunteerism, including completing the required number of service hours and academic assignments, and turning in all forms and time logs by the set deadlines.
10. Immediately report any problems to the course instructor and the Center for Volunteerism & Service-Learning. Complete an incident report form.
11. Serve in a manner that preserves the reputation and integrity of the College of Saint Elizabeth and the Center for Volunteerism & Service-Learning.
12. If rules and regulations are not followed, there will be a grade reduction.

Student Signature: ____________________________________      Date: ______________

Agency’s Responsibilities:
1. Provide the student with an orientation to the site that includes training in the responsibilities, regulations, and procedures of the school/ classroom.
2. Share as much information as possible about the school – mission, goals, programs, service overview.
3. Monitor the performance of the service learner.
4. Help the student develop a weekly schedule that allows her to complete the service hours by the course deadlines and track the student’s hours each week.
5. Provide the student with experiences that help meet identified course objectives and assignments.
6. Afford the student with on-going and sound guidance, direction and input.
7. Encourage respect in fellow workers toward the student as a non-paid staff member.
8. Contact the Center for Volunteerism & Service-Learning immediately and complete an incident report form to report any problems with the student’s performance or behavior.
9. Please complete an evaluation form at the end of the student’s service and return it to the Center for Volunteerism & Service-Learning by ______________. (Provided to the principal/ manager).

Supervisor’s Name (print): ______________________________      Date: ______________

Signature: ____________________      Phone: ______________      Email: ______________