



Service-Learning Contract

Fall 2019

This contract must be fully completed. Incomplete contracts will not be accepted. Contracts are due to the Office of Civic & Service-Learning **no later than October 11, 2019**. You must complete one contract for each class you are doing Service-Learning for. Once completed, you can email your contract to civiclearning@middlesex.mass.edu or drop it off on the Lowell Campus in the Cowan Center 407 drop box, Cowan Center 5th floor cubicle 21, or on the Bedford Campus, Enrollment Center (Building 9), 2nd floor. *If you are a student who may need an accommodation for a disability, we encourage you to discuss your service-learning requirement with the Disability Support Services Department on either campus.*

Please complete **ALL** information below:

Student Name: _____

Student A#: _____

Student E-mail Address (must use your MCC email): _____

Course Name, Number & Section: _____

Professor's Name: _____

Name of Service-Learning Site: _____

Name of Site Supervisor who you are serving with: _____

Site Supervisor's E-Mail Address: _____

Site Supervisor's Phone Number: _____

This contract serves to:

- Assist the student, site supervisor, and faculty member in their collective understanding of course objectives, site activities, and subsequent reflection assignments
- Identify the connection between course objectives, site activities, and subsequent reflection assignments
- Clarify the important role that the student, site supervisor, and faculty member play in the Service-Learning process

Please answer all questions completely.

Course Learning Outcomes

These are found in your course syllabus.

Student's Personal Learning Objectives

What do you want to learn from this Service-Learning experience, both academically and professionally?

Site Activities

Site supervisor and student should discuss what activities might occur to meet course objectives. This should be done during your first meeting with the site supervisor. List the specific activities you will be doing at the site.

Reflection Assignments

These can be found in the syllabus or your professor will tell you what the assignments are.

Agreement Signatures: (They MUST be handwritten; for online courses, your professor can email civiclearning@middlesex.mass.edu approving your site and contract)

As a **student** in the MCC Service-Learning Program, I agree to complete my Service-Learning commitment with integrity, work in collaboration with my Site Supervisor, report any problems that I encounter to the Service-Learning staff, and complete all course reflection assignments.

Student Signature: _____ Date: _____

As the **Site Supervisor** for this Service-Learning placement, I agree to provide training and supervision for the Service-Learning student, plan activities for the student that meet the aforementioned course objectives, and complete the final evaluation form by **Monday, December 16, 2019**. I agree to contact the Service-Learning staff with questions or concerns.

Site Supervisor Signature: _____ Date: _____

As the **faculty member**, I have reviewed this contract and found the course objectives and service activities to be appropriately matched. I have outlined for the student how to use my reflection assignments to demonstrate evidence of his or her learning based on the service experience.

Faculty Signature: _____ Date: _____