

Spring 2017 Service-Learning Contract (SAMPLE)

IMPORTANT!!!

This contract must be **typed** and **fully completed**. Incomplete applications will be returned.

The contract is due to the Service-Learning Office no later than **Tuesday, February 28, 2017**.

You must complete one contract for every class you're doing Service-Learning in.

Email contracts to civiclearning@middlesex.mass.edu or drop them off at the following locations:

Lowell - Cowan Center, Service-Learning Office 5th floor, cubicle 21
Office of Civic and Service-Learning 4th floor, room 407

Bedford - By appointment: Email civiclearning@middlesex.mass.edu

Please complete ALL information below:

Student Name: **Jo Smith**

Student A#: **A00123456**

Student E-mail Address (must use your MCC email): **jsmith11@mail.middlesex.edu**

Course Name, Number & Section: **Leadership in Action (IDS 116: Section 50)**

Professor's Name: **Melissa Welch**

Name of Service-Learning Site: **Boys and Girls Club**

Name of Site Supervisor who you are serving with: **Jan Jones**

Site Supervisor's E-Mail Address: **jjones1@bgc.org**

Site Supervisor's Phone Number: **555-444-3321**

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

Course Learning Outcomes

These are found in your course syllabus.

By the end of this course, students will be able to:

- Define leadership through a social justice lens.
- Determine a cause they are passionate about that aligns to their personal values
- Identify their role in the community as a change agent
- Understand the role of mentoring and engage in the mentoring process as a mentee
- Professionally engage in on and off campus community events

Student's Personal Learning Objectives

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

- I want to learn more about the issues facing youth in Lowell
- I want to learn more about how the Lowell Boys and Girls Club positively impacts youth
- I want to learn how to organize a program for the youth at the Boys and Girls Club
- I want to explore the kind of leader I am

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.

- Organize a college night at the Boys and Girls Club
- Educate the teens about the process to get into college
- Create relationships with the teens
- Learn about programs run for teens at the Boys and Girls Club

Reflection Assignment/s

These can be found in the syllabus or your professor will tell you what the assignment is.

- Keep a weekly journal about my work at the Boys and Girls Club
- Write a final paper about the project I created at the Club and explore how it tied into leadership

Agreement Signatures: (They MUST be handwritten; for online courses, your professor will email civiclearning@middlesex.mass.edu to approve 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: Jo Smith Date: 2/14/17

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 **Friday, May 12, 2017**. I agree to contact the Service-Learning staff with questions or concerns.

Site Supervisor Signature: Jan Jones Date: 2/14/17

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: Melissa C. Welch Date: 2/14/17