**Community-Engaged Teaching Partnership Agreement**

Complete this sheet before you start your service-learning project. Students are responsible for obtaining all signatures and providing one copy to faculty after the initial meeting with their partner agency. Students will keep original.

Student’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Semester/Year: Today’s Date:

Course Number and Title: Faculty:

Community Partner Supervisor :

*Student’s Role:*

* Be aware of the organization’s needs and provide assistance where and when needed.
* Contact the agency to arrange a meeting to discuss engagement hours and project.
* Adhere to organizational rules and procedures, including confidentiality of organization and client information.
* Reflect upon and periodically re-evaluate the community engagement experience keeping in mind the objectives of all parties involved.
* Operate with integrity and professionalism at all times; this includes being punctual, meeting deadlines and being open to supervision and feedback which will facilitate learning and personal growth.

*Faculty Role:*

* Provide students with structure and guidance to process and reflect upon community engagement experiences.
* Assist students in connecting their community-engagement experience with course learning objectives.
* Facilitate the reflection process.

*Community Partner Role:*

* Provide engagement opportunities that are significant and/or challenging to the students, relevant to course learning objectives, and address community partner’s goals.
* Provide training, supervision, feedback, resources, and sufficient information about the organization to aid in the success of students’ projects.
* Participate in the evaluation process.

*Gephardt Institute for Civic and Community Engagement Role: (if applicable)*

* Serve as a liaison between the organization, students, and faculty.
* Provide support and guidance for any challenges that may arise.
* Provide classroom orientation and reflection sessions as requested.

**Schedule (Please list the days and times you plan to work):**

**Start Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ End Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Primary Learning Objectives Related to Community Engagement Project:**

Students complete, get final instructor approval.

|  |  |
| --- | --- |
| 1. |  |
| 2. |  |
| 3. |  |

**Primary Organization Community Engagement Objectives:**

Students complete with community partner CET supervisor.

|  |  |
| --- | --- |
| 1. |  |
| 2. |  |
| 3. |  |

**Project Description as defined by the community partner, instructor, and students:**

**Student Tasks** (Please note there is inherent flexibility in this type of service placement, and that tasks outside this document are acceptable. Additionally, these tasks can be revisited and revised during the semester).

|  |  |  |
| --- | --- | --- |
|  | Student Task | Deadline |
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |
| 4. |  |  |
| 5. |  |  |
| 6. |  |  |

I have read and understand my role as outlined in this document. I commit to fulfilling my part of this service-learning partnership. I understand that this partnership is meant to further Washington University student learning and meet the community partner goals.

INSTRUCTOR SIGNATURE COMMUNITY Partner REP. SIGNATURE

GEPHARDT INSTITUTE REP. SIGNATURE STUDENT SIGNATURE

(If applicable)