
Community-University Partnership Agreements

Community Partners will:

1. Ensure safety of students on the organization's premises, and while doing work for the organization off-site;
2. At end of the semester, confirm Service-Learning students and their hours for the organization at CCLC's online database;
3. Designate a contact person to assist CCLC staff with placing students and provide feedback about their performance;
4. Engage students in meaningful work that is beneficial to both the student and the organization;
5. Provide CCLC with position descriptions;
6. Provide an orientation and/or training for students;
7. Provide each student with a designated supervisor who clearly communicates tasks, answers questions, offers procedures to follow on how to report uncomfortable situations, harassment, suspected abuse, and other problems, and gives feedback on a student's performance;
8. Notify CCLC staff when positions are full at the organization;
9. Maintain communication with CCLC and work to further the relationship through regular communication (at least twice per semester) including such topics as feedback about student performance, project success and challenges, staff changes, and best practices;
10. Provide evaluative feedback to CCLC on a regular basis by being involved in focus groups, completing written surveys, interviews, or phone calls;
11. Support students by being realistic about their expectations (i.e. semester time frame, students employment schedules etc.), being receptive to the ideas, opinions, concerns, and questions of the students;
12. Recognize their role as co-educators in the service-learning process by engaging students in conversations that promote critical thinking skills development as well as participating in the student's reflection by offering reflection opportunities on-site, and participating in sessions on-campus;
13. Provide recognition for students.

Community-University Partnership Agreements, continued

CCLC will provide:

1. Opportunities for organizations to be paired with service-learning classes relating to their mission;
2. Access to service-learning students and faculty through advocacy of the community organizations by CCLC;
3. Support and assistance with problem-solving for situations that occur as a result of students working with your organization;
4. Assistance with planning or facilitating training sessions or special workshops relating to community-University collaborations and service-learning;
5. Assistance navigating University resources;
6. Events that build a stronger relationship and network with University students (i.e. Community Involvement Fair), faculty, staff, and other community organizations;
7. Free parking for most partnership related events on campus;
8. Free use of the CCLC conference room or reduced rate of other rooms on campus, as available, and limited to once each semester for training and orientation with University students working in your organization;
9. Copies of the University of Minnesota academic schedule;
10. Frequent communication (i.e. mail, email, phone calls, site visits) from CCLC staff

Students will:

1. Attend an agency orientation or training session before they begin their service learning projects;
2. Communicate with their on-site supervisor regarding performance feedback, project responsibilities, and reflection;
3. Be punctual, reliable, and committed to fulfilling the project goals and service hours;
4. Show respect for agency, program, and clients;
5. Complete appropriate paperwork for the organization, CCLC and course requirements;
6. Respect confidences of organizations and community members they work with;
7. Follow guidelines established by the organization;
8. Integrate themselves into the environment of your organization by establishing rapport with the organization staff and community members;
9. Decline work that is not acceptable;
10. Take precautions when working with children and specific populations;
11. Document service-learning hours using online hourly log.