Student/Organization Service Learning Agreement

UNIV 492: Special Topics in the Community
Instructor: Amanda Schwegler, aschwegs@ku.edu, 785-864-0964

Student Name: ____________________________________________________________

Telephone: ___________________________ KU Email: ____________________________

Name of Organization: ______________________________________________________

Service Supervisor: _________________________________________________________

Telephone: ___________________________ Email: ________________________________

Sections to be Completed and Signed:

1. Guidelines for Service Learning Students (page 2-3)

2. Memorandum of Understanding (page 4-6)

3. Service Learning Liability Disclosure Agreement (page 7)
Guidelines for Service Learning Students

Adapted from Georgetown University’s Center for Social Justice, Research, and Learning

As you begin your service learning partnership with a community organization, you will be entering your work in the community as a representative of the University of Kansas and, as such, we ask that you carefully read through and abide by the following guidelines to assist you in having the most meaningful and worthwhile experience possible.

Go over these guidelines with your service supervisor, noting in the margins any changes that need to be made such that the guidelines better fit your service site.

• **Ask for help when in doubt**: Your site supervisor understands the issues at your site best and can assist you in determining the best way to respond to difficult or uncomfortable situations. Also feel free to contact your UNIV 492 instructor with concerns.

• **Be punctual and responsible**: Although you are volunteering your time, you are participating in the organization as a reliable, trustworthy and contributing member of the team. Those with whom you work will depend on your punctuality and commitment to completing your service hours throughout your partnership.

• **Call if you anticipate lateness or absence**: Call the site supervisor with as much notice as possible if you are unable to come in or if you anticipate being late. Be mindful of your commitment to serving with your community.

• **Respect the privacy of all clients**: If you are privy to confidential information with regard to the persons with whom you are working (i.e., organizational files, diagnostics, personal stories, etc.) it is vital that you treat it as privileged information. You should use pseudonyms in your course assignments if you are referring to clients or the people with whom you work with at the organization.

• **Show respect for the community organization you work for**: Placement within community programs is an educational opportunity and an honor. Keep in mind, not only are you serving the community, but the community is serving you by investing valuable resources in your learning.

• **Act appropriately**: Treat your supervisor and others with courtesy and kindness. Dress comfortably, neatly and appropriately. Use formal names unless instructed otherwise.

• **Be flexible**: The level or intensity of activity at a community site is not always predictable. Your flexibility to changing situations can assist the partnership in working smoothly and producing positive outcomes for everyone involved.
Guidelines, continued

• DON’T report to your community organization under the influence of drugs or alcohol.

• DON’T give or loan a client money or other personal belongings.

• DON’T make promises or commitments to a client you cannot keep.

• DON’T give a client or community organization representative a ride in a personal vehicle.

• DON’T tolerate verbal exchange of a sexual nature or engage in behavior that might be perceived as sexual with a client or community organization representative.

• DON’T tolerate verbal exchange or engage in behavior that might be perceived as discriminating against an individual on the basis of their age, race, gender, sexual orientation, ability, or ethnicity.

• DON’T engage in any type of business with clients during the term of your community work.

• DON’T enter into personal relationships with a client or community organization representative during the term of your community work. Conduct yourself in a professional manner at all times. Every site has its own rules, policies, procedures, protocols and expectations, for which you are responsible. Familiarizing yourself with the workings of the organization will contribute to the success of your experience.

I have reviewed the guidelines with my service supervisor, amended them as appropriate to my service site, and understand and agree to the guidelines.

_____________________________________________________________  ______________________
(Student Signature)  (Date)
Student / Organization Memorandum of Understanding

Purpose

The aim of this Memorandum of Understanding (MOU) is to: build and maintain a mutual understanding of the agency/organizational needs and student service efforts; support student safety, preparation, and supervision before and during the volunteer experiences; and assure that service efforts are addressing organization-defined needs.

Provisions

Separation from Volunteer Service: The Organization may request the removal of a student volunteer at any time. The student volunteer may withdraw from service at the organization at any time. Discussion of separations will occur between the service supervisor and the student volunteer, with inclusion of the UNIV 492 instructor, to clarify the concerns, resolve conflicts, or take remedial action. A student’s ability to complete UNIV 492 service hours will be taken up between the student and the UNIV 492 instructor and is not the responsibility of the Organization.

Religious Activities: The Organization will not request or assign student volunteers to conduct or engage in religious, sectarian, or partisan political activities.

Displacement of Employees: The Organization will not assign student volunteers to any assignment that would displace employed workers or impair existing service contracts.

Prohibition of Discrimination: The Organization will not discriminate against student volunteers or in the operation of its program on the basis of race; color; national origin, including limited English proficiency; sex; age; political affiliation; sexual orientation; religion; or on the basis of disability, if the volunteer is a qualified individual with a disability.

Student/Organization Mutual Expectations

Both the organization and student should use the following sections to discuss and mutually agree upon effective and helpful service activities that will be appropriate for the student given their time and skillsets.
Student/Organization Mutual Expectations, continued

1. **Service Activities**: Describe the service efforts the student will undertake with the organization, including specific activities or projects, general logistics for service participation (weekly schedule or event involvement, for example), and the benefit this service provides to the organization.

2. **Volunteer Training**: Describe the orientation and training provided to the student (prior to placement and at other times as needed) to ensure effective, safe, and informed student service that is sensitive to vulnerable populations the student may work with (as applicable).

3. **Volunteer Supervision**: Please describe how the student will be supervised and monitored and how feedback on performance will be provided to the student.
Student and Service Supervisor Agreements

Student: I agree to ...

• Arrange hours with placement sites before or during the first two weeks of class (or as directed by the instructor).
• Adhere to organizational rules and procedures.
• Maintain the confidentiality of the people served.
• Be open to supervision and feedback to facilitate learning and growth.
• Complete 40 hours of service activities as described previously in this MOU.
• Be prompt, willing, respectful and positive at my service placement.
• Provide notice as far in advance as possible if I am unable to attend.
• Fulfill all agreed-upon duties and responsibilities at the community site.
• Be open and respectful in learning about others’ cultures and lifestyles.
• Speak with my supervisor if I am uncomfortable/uncertain about my role.
• Track my own service hours and obtain my supervisor’s signature at the required points during the 40 hours of service.

Service Supervisor: I agree to ...

• Provide adequate information and training for the student, including information about the organization’s mission, clientele, and operational procedures, as described previously in this MOU.
• Provide adequate supervision, feedback, time, and resources for the student to succeed in the service.
• Provide meaningful tasks related to student’s skills, interests, and available time and help guide the student in understanding their role within the organization.
• Give appreciation and recognition of the student’s contributions.

____________________________________________________________  ______________
(Student Signature)  

____________________________________________________________  ______________
(Service Supervisor Signature)  

Fax or email completed form to Amanda Schwegler
fax: 785-864-0961, aschwegs@ku.edu
Service Learning Liability Disclosure Agreement

This agreement is executed by:

____________________________________________________________ 
(Student Name)

____________________________________________________________ 
(Parent/legal guardian if student is under 18)

The Student (and/or parent/legal guardian) desires that the Student participate in service learning offered by the University of Kansas Center for Service Learning and includes the following activities (briefly describe the placement site and service activities):

These services are available to the Student at locations for which the University of Kansas does not provide security services. Thus the University of Kansas does not guarantee the safety or security of the locations.

The Student agrees to abide by all policies and procedures set forth by the University of Kansas. Further, the Student (and/or parent/legal guardian) recognizes that the University of Kansas, while making every reasonable effort to ensure the safety of its students, faculty, and staff who participate in service learning within a course, cannot guarantee the absolute safety of each participant during the program, nor can the University of Kansas accept liability for incidents or exposures beyond the university’s control.

As evidenced by the appropriate signatures affixed to this agreement, the Student (and/or parent/legal guardian) acknowledges the risks and requirements associated with participation in service learning and freely and voluntarily accepts those risks and requirements and request(s) permission from the University of Kansas to participate in service learning under the sponsorship of the University of Kansas.

____________________________________________________________ 
(Student Signature) 

____________________________________________________________ 
(Parent/Legal Guardian Signature) 

(Date) 

(Date)