

HILBERT COLLEGE

Service Learning Agreement

Student Name _____

Student E-Mail _____ Local Phone _____

Course Number and Title: _____

Course Instructor: _____

Community Agency _____

Supervisor: _____ Agency Phone: _____

Agency E-Mail: _____

I agree to honor the _____ - hour commitment required for the service learning option in my class, as well as any additional training, orientation, and/or evaluation required by my participation with the community agency as outlined in the course syllabus and this agreement. It is my responsibility to keep a log of my service hours completed throughout the semester on a time sheet provided to me. I agree to contact the instructor and the site supervisor should I have any concerns about my service-learning project.

I acknowledge that I am representing Hilbert College at my service site. I agree that I will:

- Demonstrate professional communication skills and demeanor;
- Schedule my service ahead of time;
- Show up on the days that I am assigned;
- Abide by all rules set forth by the organization and by Hilbert College;
- Maintain confidentiality;
- Complete orientation, background checks and other preliminary work prior to beginning my service;
- Arrange for transportation to and from my service site;
- Accurately track and report my service hours;
- Report any problems to my site supervisor or professor.

Student Signature _____ **Date** _____

Return this agreement to your professor or the Service Learning Office in Franciscan Hall 104.