

TO: Faculty

FROM: Kate Kost, MSSW, PhD
Director, MSW Program

DATE: March 3, 2008

RE: Contract for Service Learning activity

The attached Service Learning Contract was requested by full-time faculty who wanted a tool that would assist them in ensuring consistency of student activity and learning across multiple service learning sites.

In contrast to the Independent Study Contract that is required by the Graduate School, the Service Learning Contract is NOT required. There is no need to submit a copy of the contract to the Registrar.

Please contact me directly at kost@buffalo.edu if you have any questions or concerns about the use of this tool.

We hope that you will find this useful.

Service-Learning Contract

Student Name:	Student E-mail:
Local Address:	Local phone:
Professor Name:	Professor E-mail:
Course:	Office phone:
Site:	Site phone:
Supervisor Name:	Supervisor e-mail:
Days/times student will be at agency:	Supervisor phone:

Service-learning utilizes an experiential approach to the integration of course content and community service in order to assist the student in developing civic responsibility, critical and creative thinking and commitment to the values of the social work profession.

To that end this contract is designed to:

1. Assist the student and agency in understanding the learning objectives of the course.
2. Clarify the activities in which the student will be involved at the agency in relation to the learning objectives.
3. Insure that both the student and the agency are aware of their responsibilities as partners in the service-learning project.

Course Learning Objectives applicable to this project:

1.
2.
3.
4.

Agency Objectives and/or Activities: (Completed by agency rep w/instructor and/or student)

1.
2.
3.

4.

Integration Plan: How will you, the student, connect your activities at the agency to your course content and vice versa?

- | |
|----|
| 1. |
| 2. |
| 3. |
| 4. |

Personal Learning Objective: What do you as a student hope to learn during this experience?

FINAL AGREEMENTS:

I agree to honor the minimum commitment of time and effort required for the service-learning option of my class, as well as any of the additional training and/or time requirements of my service-learning site as detailed by the course syllabus and the agency/school representative. I also agree to contact my professor should I have any concerns about my-service-learning project.

Student Signature: _____ **Date:** _____

I agree to provide adequate training and supervision for the service-learning student, to plan activities for the student within the agency which meet the stated service-learning objectives for the student's course, and to complete necessary service-learning forms by due dates (e.g., learning contract and if requested, final evaluation). I also agree to contact the professor should I have any concerns about the service-learning project or student.

Agency Signature: _____ **Date:** _____

Approved by: _____
Professor's Initials