

**01DAEMEN COLLEGE/AGENCY PARTNERSHIP  
SPRING 2014 SERVICE LEARNING CONTRACT**

I (Name) \_\_\_\_\_,

a student in the (Major/Dept.) \_\_\_\_\_

agree to commit my time and effort to (Agency/Program/Project) \_\_\_\_\_

\_\_\_\_\_

and will report to the above Agency in accordance with the following schedule:

(Days/Times) \_\_\_\_\_

I have read and understand the *Service Experience Responsibilities (see other side)* I am undertaking as a volunteer/service-learning student in this agency. I understand my role and the commitment Daemen College has made to this agency.

**I understand that I am required to complete four hours of service at the agency every week throughout the semester (as per the semester schedule) to fulfill my service-learning course requirement.** If I am unable to complete the required hours in any given day/week, I will notify the site supervisor/designated agency staff representative and the Service-Learning Coordinator.

I attended the Site Orientation on \_\_\_\_\_.

I have been informed of Daemen College's Safety Protocol and 'Guidelines for Off-Campus Learning Experiences', and signed this document (which also attests that I have current health insurance coverage) on \_\_\_\_\_.

I am aware that it is my responsibility to keep a record of my service hours completed throughout the semester on a timesheet provided to me by the Service-Learning Coordinator. I am also aware that it is my responsibility to provide a copy of my completed/signed timesheet to my service learning course instructor on the last day of class, as well as to the Service-Learning Coordinator.

If I plan to use Campus transportation, I have requested transportation accommodations through the Office of Service Learning prior to the beginning of this service experience.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Site Supervisor/Agency Representative Signature

\_\_\_\_\_  
Date

## SERVICE EXPERIENCE RESPONSIBILITIES

### The student agrees:

- To be punctual and to report at the scheduled times for his/her volunteer activity, and to notify their agency representative if they are going to be late or absent.
- To be courteous, respectful, and considerate of agency clients, staff, and fellow volunteer participants.
- To consider all information about clients to be confidential.
- To notify the agency representative/site supervisor of any problems, emergencies, safety hazards, concerns, or constructive suggestions they may have regarding the service assignments.
- To work diligently and complete all assignments related to the service learning course/project in a quality and timely manner.
- To be receptive and respectful of the agency supervisor.
- To be on time for the Daemen Van departures to and from the Campus and the agency **OR** to arrange their own transportation to and from the service experience if they will not be using Campus transportation.
- To always remember that they are representing the Daemen College community and to act accordingly.

### The designated agency staff representative, director, or on-site coordinator agrees:

- To provide a comprehensive orientation to students relative to the overall operations and Mission of the agency, and its role in addressing social issues and needs.
- To designate a qualified, enthusiastic agency representative to supervise the students' volunteer time, activities, and evaluation.
- To introduce students to appropriate staff and to orientate them to their surroundings, expectations, roles, and assignments.
- To provide adequate and ongoing supervision to the students throughout the semester.
- To contact Daemen's Service Learning Coordinator at (716) 839-8447 if a problem arises with a student's volunteer performance.
- To assist the course instructor in assessing student learning outcomes by completing an evaluation form supplied by the College at the end of the semester during which the service experience took place.

### Guidelines for Off-Campus Learning Experiences Student Acknowledgement

I have read the above information and any additional information provided by my placement coordinator and/or placement site. I have discussed any potential concerns of my placement with the College's placement coordinator and I understand that this experience may present some risks. I also understand that prudent choices and exercising caution can minimize these risks. I understand that it is my responsibility to become informed of placement site policies and practices regarding the safety concerns above. I understand that it is my responsibility to notify my Daemen College placement coordinator and my on-site supervisor immediately of any incident or situation that may be a cause for concern under these guidelines. I verify that I have health insurance as required by the College, and all immunizations as required by New York State.

Student Name \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_