Transformational-Learning Agreement

(Student is responsible for filling out and retrieving signatures. Once your final version is complete, make 3 copies. Retain 1 copy and provide copies to your faculty and site supervisor.)

Student Name: LAST ___________________ FIRST __________________ _ ID#:___________________

E-mail:_________________________ Phone:_________________________
Course: ___________________________________ Instructor: ___________________________________
Site (organization/agency): ______________________________________________________________
Site supervisor: _________________________ Phone:_________________________ Email:_________________________
Brief description of service to be performed: __________________________________________________
______________________________________________________________________________________
Starting Date: ___________ Ending Date: ______________ Hours of Service: _____________________

Student Agreement: In my transformational-learning commitment, I agree to:

a) Attend an orientation or training, and serve my scheduled hours, as agreed upon with my site supervisor;
b) Contact my site if I am unable to make my normal scheduled hours;
c) Act in a professional manner, serving as a member of Roosevelt University and the community;
d) Complete all required paperwork and assignments related to this service-learning project;
e) Notify my site supervisor if there are any problems I am having at my site;
f) Keep track of my hours and complete the required number of service hours for the course.

____________________________________ _________________________________
Student Signature    Date

Site Supervisor Agreement: As a community partner of Roosevelt University, I agree to:

a) Acknowledge service work is being done for course credit and discuss learning objectives with the student;
b) Provide the normal training and supervision provided for any volunteer service;
c) Place students in service work that is complementary to their course work;
d) Be available to discuss problems and communicate agency information;
e) Keep in contact with Roosevelt University staff / faculty member and provide feedback on student performance.

____________________________________ _________________________________
Site Supervisor Signature   Date

Faculty Agreement: As the faculty member utilizing transformational-learning, I agree to:

a) Provide guidance to help students relate service work with course work;
b) Provide reflection opportunities and assignments to allow students critical reflection on community issues;
c) Communicate with students regarding service work on an on-going basis;
d) Keep in contact with Center for Transformational Learning staff to discuss any problems or issues.

____________________________________ _________________________________
Faculty Signature    Date

LEARNING OBJECTIVES (see the course objectives in your syllabus; discuss with site supervisor also)
What do you hope to learn at this community organization/service placement about the community, the organization, and social issues, as related to your course?

1. _____________________________________________________________________________
2. _____________________________________________________________________________
3. _____________________________________________________________________________

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