

**OFFICE OF SERVICE-LEARNING AND VOLUNTEERING
MEMORANDUM OF UNDERSTANDING**

This Learning Contract documents and confirms the mutual understandings between the faculty member for the course listed below, the community-based host site, and USM's Office of Service-Learning and Volunteering of the commitments and expectations with regard to the service-learning partnership outlined below:

Service-Learning Course Form

Course Number/Name _____

Address: _____ E-mail: _____

Town/State/Zip: _____ Phone: _____

Campus Contact: _____

Community-Based Host Site Name: _____

Host Site Address: _____ Phone: _____

Host Site Supervisor's Name: _____ Email: _____

UNDERSTANDINGS:

Instructor will:

- Facilitate students' assignment/choice of a community-based host site for their service-learning activities.
- Make clear the expectation that students serve for at least ____ hr(s) per week of service-learning in the course of the semester.
- Balance service-learning activities and other requirements of the course (e.g. reading and writing assignments) for a coherent and appropriate whole.
- Provide opportunities for students to reflect on their experience and/or connect their experience to academic learning.

Community-Based Host Site will:

- Facilitate and fund a thorough screening of volunteers through an application, interview and background check (if required by program).
- Provide appropriate environment for the students, including clear expectations/orientation and a meaningful role
- Provide students with on-site support.
- Maintain contact with the Service-Learning Coordinator and/or Instructor
- Provide a mid-semester and final evaluation of the course partnership/overall assessment of volunteers.
- Report any problems, questions, or concerns to the Office of Engaged Learning in a timely manner, and has the right to suspend or terminate the placement of any student for reasons of health, unsatisfactory performance or other reasonable causes upon giving written notice to the University and to student.
- Act as the mandated reporter for all students who suspect child abuse/neglect.

Students will:

- Schedule their service activities to accommodate their schedules and to serve the needs of the Office of Engaged Learning. This is done in coordination with the host site supervisor.
- Arrive on time and satisfactorily complete their service activity.



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- Provide a minimum of 24 hours notice if they are unable to be at the service site.
- Treat all staff and clients with respect.
- Report any suspicion of child abuse/neglect to the site coordinator at the service site.
- Report their service activities via the USM Office of Engaged Learning website at www.usm.maine.edu/oel when service-learning is complete, or at the end of the academic year, whichever is first.

USM's Office of Service-Learning and Volunteering will:

- Facilitate communication among the instructor, Host Site, and student in support of the satisfaction of all.
- Provide support for students experiencing difficulties at their host site; participate in retention and appreciation efforts
- Support assessment and evaluation of the placement experience and collect data for ongoing assessment of community-based learning at USM
- Maintain regular contact with community-based host site through email, site visits and other forms of communication
- Provide opportunities for students to reflect on their experience and/or connect their experience to academic learning

Overview of agreed upon service-learning activities/project(s) for this partnership:

SIGNATURES:

Instructor _____ Date _____

Print Name: _____

Host Site Staff _____ Date _____

Print Name: _____

SLV Staff _____ Date _____

Print Name: _____