

**University of Mary Washington
Spanish Program
Student Service-Learning Contract**

In accordance with the Honor Code, I _____, (name)

will work at the _____ . (agency)

My supervisor at the agency is _____ . (print name)

Supervisor's title: _____

Supervisor's phone number: _____

Supervisor's mailing address:

_____ street

_____ city

We agree duties are (explain also the connection to academic content)

We agree to the following work schedule:

By our signatures below, we agree to making quality service a priority and connecting work experience to academic coursework.

student signature

date

supervisor signature

date

student's printed name

supervisor's printed name

*****To Be Completed at Course End*****

Optional Comments by Supervisor: _____

Documented hours students worked _____

Supervisor signature at completion of semester: _____

As a student engaged in this Community Service Learning experience I believe and understand that: (please initial each blank to show understanding of the concept)

_____ I am here to learn and grow. I will connect my CSL placement to the courses I have taken at UMW and the skills I have learned throughout my college experience.

_____ I will be asked to reflect on my experience by answering reflection questions and attending a reflection session with the CSL faculty and student Coordinators, as well as other peers.

_____ I will think about how what I am doing is helping the community and will work with others to make sure that my involvement is helpful.

_____ I will reflect on the social, political and historical contexts of the organization I am serving. I will consider how why this organization is necessary and the factors that have shaped the life experiences of the people I work with.

I will conduct myself in a professional manner at all times. This includes, but is not limited to:

_____ Representing the University of Mary Washington at all times during this experience and must adhering to all rules and regulations for the site. I will show respect, compassion and actively engage with community leaders, members, and site supervisors.

_____ Maintaining confidentiality regarding information accessed on any patients, clients, members, customers, employees, and products/services associated with the employer site

_____ Participating in any orientation, training, or testing as required by the employer and observing all established safety and sanitation codes

_____ I will promise to do no harm to or with community members I am working with.

_____ I will show up on time and when I am expected. I will coordinate my schedule with the needs of the agency and clearly communicate my availability and when my service will end.

_____ Engaging in positive, professional, and legal behavior

_____ Accepting responsibility and accountability for decisions and actions taken while at the internship site

_____ Ensuring that all interactions with guests, patients, clients, members, customers, the public, and fellow employees are conducted with dignity and respect towards every person

_____ Service is ALWAYS messy and unpredictable. I know that things might not always go as planned. I will keep a positive attitude at all times, serve as a leader in various roles, and trust myself to reimagine the process as the situation require.

Service Learning Check-Sheet

Name of Student: _____

Name of Agency or agencies served:

Student has completed the student-agency (page 1 of this document) contract for each separate service learning experience, and the requisite minimum total of 42 hours.

Number of total hours completed _____

Contract (s) signed by agency supervisor (Yes/No) _____

Student has written at least 4 journal entries reflecting on their experience(s), with the suggested topics of

1) what I hoped to accomplish in my service project(s)

2) a frustration with my service project(s)

3) a success in my service project(s)

4) what I've learned from my service project(s).

Student Signature and date

Advisor Signature and date

(after reviewing the above materials and completing this form, the advisor will notify Registrar's office that the student has completed the experiential learning portion of the Spanish major with the non-credit bearing SPAN 000, and save the signed forms in the student's advising folder)