

Directions: Loyola student must complete and sign this page, send it and the general information pages to the agency representative who will serve as his/her service learning supervisor. Agency supervisor must sign and send to OCELTS.

STUDENT INFORMATION:

Student Name _____ CWID# _____

Phone #: _____ E-mail: _____

COURSE AND INSTRUCTOR INFORMATION:

Course Title: _____ # of SL Hours Required: _____

Course Code: _____ Semester: Fall Spring Year: 20_____

Instructor Name: _____ E-mail: _____

Student: What top three things do you/your instructor hope you will learn because of this service learning experience.

1.

2.

3.

STUDENT AGREEMENT: *As a service learning student from Loyola University New Orleans, I agree to:*

- Comply with any required orientation or trainings, background checks, or paperwork associated with serving at this site;
- Serve my scheduled hours as agreed upon with my site, even if hours exceed my course hours requirement;
- Contact my site/supervisor in advance if I am unable to complete my scheduled duties for any reason;
- Act in a professional and responsible manner;
- Adhere to all Safety Guidelines as prescribed by law and required at the service site.
- Notify my site supervisor immediately if I encounter any problems in the fulfillment of my duties;
- Keep track of my hours and complete all duties/projects as agreed to fulfill my term as a service learner.

Student Signature

Date

SITE AGREEMENT: *I have read and understand my role and agree to supervise the above named student as applicable to this document and the Memorandum of Understanding between my agency and Loyola University New Orleans.*

Agency Supervisor Printed Name

Agency Supervisor Signature

Date

GENERAL INFORMATION for Service Learning Community Partners

Dear Agency Supervisor:

The student who has presented you with this form is enrolled in one or more classes at Loyola University New Orleans that offers them an opportunity to engage with the community as part of their academic coursework. It is our intention that our students not only LEARN from this experience, but also make a real and valuable contribution to your organization's work and mission. The service learning experience offers students a chance to apply and deepen their understanding of class concepts, learn about social justice, and examine the relevance of class topics in the real world. As a participant in the education of college students, you are a co-educator and a member of the Loyola learning community. Below you will find expectations and guidelines for your role as a co-educator and service learning site for this semester.

Expectations for service learning site for a Loyola University New Orleans student are:

- Designate primary and backup supervisors for SL student(s).
- Receive and adhere to all communications.
- Orient students to Agency, its policies and procedures, including attendance, dress, behavior
- Ensure that Agency's pre-service requirements are completed in a timely and efficient manner;
- Set regular service schedules with SL students;
- Provide clear and sufficient task and assignments to students;
- Provide sufficient training and instruction for students to perform and function well, develop skills, and effectively respond to the Agency's needs;
- Monitor students' progress;
- Provide verbal and/or written feedback to students as necessary;
- Communicate regularly with students and Loyola;
- E-verify timesheets or designate other Agency staff in this responsibility;
- Submit written performance evaluations or designating/instructing other Agency staff in this responsibility;
- Notify Loyola about students in need of intervention, correction, or termination.

COVID-19 clause: The novel coronavirus, COVID-19, has been declared a worldwide pandemic and is reported to be extremely contagious. The Agency agrees to:

- adhere to all local, state, and federal guidelines and mandates pertaining to COVID-19 safe operations
- provide and maintain a clean and safe environment for all service learners and service learning work.
- promote healthy hygiene behavior with regular and frequent access to hand washing and hand sanitizer
- institute and practice social distancing measures
- implement flexible policies and practices for service learners to accommodate absences related to COVID-19 illness or exposure
- notify the service learning student(s) and OCELTS of any exposure to COVID-19

As a **co-educator** of Loyola service learning students, we ask that you:

- Recognize this as an opportunity for the student to learn from your experiences
- Expose students exposure to “real life” issues and allow them to assist in finding solutions
- Review the Memorandum of Understanding (MOU) sent to you by OCELTS, give special attention to the “Supervisory Expectations and Responsibilities” outlined in part 3 of the MOU, and then return the MOU signed by the agency signatory.
- Send a formal offer to student and OCELTS with expectations and anticipated tasks for position.

As an agency supervisor of Loyola service learning students, you have the right to:

- Require students to fulfill ALL the requirements and expectations of non-student interns/volunteers, **including minimum commitments that exceed those required by the students’ classes;**
- Terminate student if they violates the standards set by your organization;
- Refuse to document/approve student hours that are incomplete or conducted in an inappropriate or unprofessional manner;
- Contact students’ course instructors and/or the Office of Community Engaged Learning, Teaching and Scholarship (OCELTS) staff at any time to clarify students’ roles, expectations, and learning outcomes in connection with this experience.

TO REPORT AN INCIDENT/CONCERN WITH A STUDENT:

- Contact the course instructor and OCELTS ocelts@loyno.edu | 504.865.2282
- Complete the Service Learning Warning form under “forms”
<http://www.loyno.edu/engage/current-partner>.

IMPORTANT DATES

Classes Begin	August 23
Service Learning begins	October 4
Mid-Term Update & Time Verification	October 13
Classes End/Second Timesheet Due	December 10
Student Evaluations Due	December 10

Office of Community Engaged Learning, Teaching, and Scholarship

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Agency Supervisor: Please, retain this page for your reference.