



OFFICE OF SERVICE LEARNING

PLACEMENT CONFIRMATION FORM

STUDENT NAME

SERVICE LEARNING AGENCY

COURSE/TEACHER

DAYS AND TIMES OF SERVICE
(enter TBD if undetermined)

The agency listed above has agreed to host me for service learning. I have agreed on a schedule with this agency. I agree to honor my commitment to this agency, and I realize that my performance will be evaluated by my agency supervisor and by my professor.

Student's signature

Date

My agency has agreed to host this student for service learning. We have agreed on a service schedule with the student, and we agree to orient, train and supervise the student as necessary. We agree to honor the student's commitment to this agency, and we will evaluate the student's performance based on his/her adherence to this agreement.

Agency representative's signature

Date

I acknowledge all the specific arrangements outlined in this agreement. I agree to integrate students' service learning activities into the content of my course and incorporate service learning performance into my grading process.

Faculty member's signature

Date

I expect the student to spend _____ on service learning.
hours per week/hours per semester
(n/a if the project has no specific time requirements)

STUDENTS MUST
SUBMIT THIS FORM TO _____ in _____ by _____.
person location deadline