



**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 at the end of the semester.

I am committed to spending \_\_\_\_\_ hours per week on service learning and/or \_\_\_\_\_ hours per semester.  
(enter n/a if the project has no specific time requirements)

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.

We realize that this student is committed to spending \_\_\_\_\_ hours per week on service learning and/or \_\_\_\_\_ hours per semester.  
(enter n/a if the project has no specific time requirements)

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 and agency evaluations into my grading process.

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

Faculty member's signature

Date

**STUDENTS MUST SUBMIT COMPLETED FORMS TO BOBET 113 BY FRIDAY, SEPTEMBER 18<sup>th</sup> at 5:00 pm**