SERVICE-LEARNING AGREEMENT
University and Community-Based Organization

This Agreement entered into this ___ day of ________, between Suffolk University, referred to as "UNIVERSITY," and ________________________, referred to as "COMMUNITY-BASED ORGANIZATION."

I. STATEMENT OF PURPOSE –

A. The University: Suffolk University is a private, comprehensive, urban university located on historic Beacon Hill in Boston, with three other Massachusetts locations and international campuses in Madrid, Spain, and Dakar, Senegal.

Suffolk University’s mission is to provide quality education at a reasonable cost for students of all ages and backgrounds with strong emphasis on diversity.

The University is committed to educating students to become lifelong learners, as well as professionals who lead and serve the communities in which they live and work.

The University seeks to prepare students to live in a diverse, global society, appreciating the richness of various cultures.

The University accomplishes its mission by providing educational opportunities through undergraduate study, graduate study, and professional training.

Suffolk University is a teaching University, where research and scholarship are interrelated with the unique character of each academic discipline. It does so by means of courses that provide theoretical, experiential, and practical dimensions.

The University supports and encourages diversity in a challenging, supportive environment for motivated and capable students from various backgrounds and cultures.

B. The Community-Based Organization: (Community-Based Organization’s mission)
ORGANIZATION and service-learning STUDENT. The UNIVERSITY supports the goals and objectives of the COMMUNITY-BASED ORGANIZATION program in which service learning students will participate.

I. PRIORITY

A. Program Activities

Activities will be accomplished in accordance with the Service Learning Project Description, reviewed and agreed upon by the STUDENT, UNIVERSITY AND COMMUNITY-BASED ORGANIZATION prior to the start of the experience.

The STUDENT will:

1. Participate in all relevant trainings required by the COMMUNITY-BASED ORGANIZATION.
2. Model professional and appropriate behavior when working with clients and when on COMMUNITY-BASED ORGANIZATION site.
3. Support COMMUNITY-BASED ORGANIZATION events that are a part of the service learning experience as required by faculty member.
4. Meet the goals of the COMMUNITY-BASED ORGANIZATION program and the service-learning course in which the STUDENT is enrolled.
5. Complete assigned tasks as agreed upon and described in the SERVICE LEARNING PROJECT DESCRIPTION.

B. Safe and productive environment –

1. COMMUNITY-BASED ORGANIZATION will:
   a. Give STUDENT a complete tour of the site, and ensure that STUDENT is aware of all emergency procedures and is able to act responsibly in the case of an emergency.
   b. Ensure that STUDENT is aware of the unique nature of the population of the program(s) he/she will be involved in and is prepared to work with this population.
   c. Massachusetts law may require the COMMUNITY-BASED ORGANIZATION to submit STUDENT information, for a criminal background check. It is the COMMUNITY-BASED ORGANIZATION’s responsibility to: 1) determine whether such background check is required; 2) obtain the STUDENT's information; and 3) obtain criminal background clearance from the appropriate agency.

2. UNIVERSITY will ensure that STUDENT agrees to the following:
   a. Abide by COMMUNITY-BASED ORGANIZATION rules and regulations while on site and working with COMMUNITY-BASED ORGANIZATION clients.
   b. Ensure that his/her interactions with clients are safe, positive and productive.
   c. Support the program and its objectives by providing support for clients or COMMUNITY-BASED ORGANIZATION staff as necessary and agreed upon in this document.
   d. Complete assigned tasks as agreed upon and specified in the SERVICE LEARNING PROJECT DESCRIPTION.

II. STRUCTURE AND SUPPORT OF SERVICE-LEARNING STUDENT

A. COMMUNITY-BASED ORGANIZATION

1. Site Supervision – ____________________________ (supervisor name)
   Site Supervisor will meet with the STUDENT at least______ time(s) per week/month/semester (circle one) to update him/her on projects and to provide support. All program staff will support the STUDENT as they interact with him/her, and provide guidance and advice as necessary and appropriate. A secondary site supervisor
(give the name of this person) will be responsible for the STUDENT in the absence of primary supervisor.

a. The COMMUNITY-BASED ORGANIZATION director or his/her designee will meet and/or contact the collaborating faculty member(s) at the UNIVERSITY that has assigned the service-learning experience as needed throughout the semester.

b. The COMMUNITY-BASED ORGANIZATION Director and/or Site Supervisor and Shirley Consuegra, Assistant Director of Service Learning, at UNIVERSITY shall meet as appropriate in order to facilitate the most mutually beneficial experience for all parties involved, or at the request of any of the parties involved.

2. Training & Orientation – ________________________________, (site supervisor name) will provide specific training needed by the STUDENT prior to his/her working with clients or providing service to the COMMUNITY-BASED ORGANIZATION. Necessary training can be provided through collaboration between COMMUNITY-BASED ORGANIZATION, UNIVERSITY, and faculty member.

3. Work Space – STUDENT will have an appropriate space at the COMMUNITY-BASED ORGANIZATION site in which to conduct his/her assigned work. COMMUNITY-BASED ORGANIZATION will provide access and training for any and all equipment necessary for STUDENT to fulfill his/her required service role.

4. Evaluation – The COMMUNITY-BASED ORGANIZATION site supervisor will fill out survey(s) regarding quality of service that the STUDENT provided to the site, and as described in the Service Learning Project Description.

UNIVERSITY will assign STUDENT to the COMMUNITY-BASED ORGANIZATION from collaborating service learning classes. STUDENT can provide service to the program(s) as agreed upon by the UNIVERSITY and the COMMUNITY-BASED ORGANIZATION.

1. Training and Reflection - UNIVERSITY will provide a training session for STUDENT regarding his/her responsibilities. The Service-Learning Director and Faculty Member will provide opportunities for STUDENT to reflect on his/her experience working at the COMMUNITY-BASED ORGANIZATION’S site.

2. Supervision and Accountability - Shirley Consuegra, Assistant Director of Service Learning, the collaborating faculty and the service learning faculty assistant are responsible for ensuring that the work of service learning students is carried out effectively to meet the needs of the COMMUNITY-BASED ORGANIZATION and will work closely with the STUDENT and the COMMUNITY-BASED ORGANIZATION to meet the expectations and priorities of the COMMUNITY-BASED ORGANIZATION’S site.

IV. Length of Agreement Term

A. Initial Term - The UNIVERSITY and COMMUNITY-BASED ORGANIZATION have reached this initial agreement for the term beginning ______ and ending ______. This term represents a semester.

This agreement shall become effective upon execution and shall continue until terminated by either party after giving the other party 30 days advance written notice of the intention to so terminate; provided further, however, that any such termination by COMMUNITY-BASED ORGANIZATION shall not be effective against any STUDENT who at the date of mailing of said notice by COMMUNITY-BASED
**ORGANIZATION** was participating in said program until such **STUDENT** has completed the program as mutually agreed upon.

**B. Renewal Process** – This agreement can be renewed each semester, and is based on **STUDENT** feedback, COMMUNITY-BASED ORGANIZATION evaluations and FACULTY desire to continue this relationship for the purpose of service-learning under the conditions that:

1. The UNIVERSITY and COMMUNITY-BASED ORGANIZATION continue to be committed to actively supporting the goals of the other.
2. The **STUDENT** work is meaningful and helps to provide essential support to the COMMUNITY-BASED ORGANIZATION.
3. The relationship is consistent with the goals of the COMMUNITY-BASED ORGANIZATION, UNIVERSITY, **STUDENT** and the service-learning course.

**A.** A renewal process is only applicable if the faculty member intends to continue placing service-learning students at this site for the foreseeable future, or if the service-learning director feels that this site can be used for other service-learning opportunities and that the partnership should be kept up to date with an ongoing Memorandum of Understanding.

The attached General Provisions, consisting of one page, is incorporation by reference and made a part of this agreement.

This document reflects my understanding of the relationship.

**COMMUNITY-BASED ORGANIZATION**

Authorized Signatory

Print Name

Date

**UNIVERSITY**

Authorized Signatory

Print Name

Date

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                                            Authorized Signatory

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