

**SERVICE-LEARNING PROGRAM**  
**YOUTH SERVICE PROGRAM CONTRACT**

THIS AGREEMENT, entered into this \_\_\_ day of \_\_\_\_\_, 200\_\_, is for the purpose of providing specified service experience to students eligible to participate in the Service-Learning Program (hereinafter, "Program") of the City College of San Francisco (hereinafter "CCSF"), and is between Program and \_\_\_\_\_, (hereinafter "Student").

WHEREAS, Student is currently enrolled in the following course of the Service-Learning Program at CCSF for the \_\_\_\_\_ semester, 200\_\_, as follows:

Course Number and Name: \_\_\_\_\_

WHEREAS, the primary goal of the Service-Learning courses is to provide students with practical, service experience relevant to their coursework and in this case with children under supervision in a developmentally appropriate elementary classroom, early childhood setting, or Youth organization, Program and Student agree as follows:

1. Student will attend required seminars with his or her field site supervisor or Program instructor in order to work in a child development, K-12 setting, or Youth organization and will adhere to the following guidelines in conjunction with his or her placement:
  - Student must possess a recent (as required) tuberculosis ("TB") test. Proof of said test must be provided to the field site supervisor and the placement site. (Note: TB tests are available to CCSF students from the CCSF Student Health Services Department.)
  - Student is to be fingerprinted by the San Francisco Unified School District ("SFUSD") prior to placement in K-12 classrooms, or may be required to be fingerprinted by the hosting child development facility in Early Childhood Education ("ECE") sites, or at other placement sites, at the discretion of the site director.
  - Student is to register with the San Francisco School Volunteers as part of placement in SFUSD K-12 sites.
  - Student must be free of any prior criminal record on both the National and State of California Child Abuse databases.
  - Student is to schedule and perform service hours as required by class to fulfill course objectives.

- Student is to follow all guideline and rules of the placement site as they apply to behavior, dress, conduct and interactions with children and adults. Student understands and agrees that failure to comply with school district or site policies with regard to the above will result in immediate termination of field placement assignment.
  - Student further understands and agrees that Student may be terminated from his or her service placement assignment for any reason by the field site supervisor or the Program instructor at any time, and for any reason.
  - Student further understands and agrees that termination of his or her service assignment for any reason by either the Program instructor or the field supervisor, may, at the discretion of the Program, result in no further service placement during the semester in which student is terminated.
2. Student is to be punctual and check in with the mentor teacher or supervisor upon arrival at the site for each placement period worked.
  3. Student agrees to telephone the site immediately to inform the site of any schedule changes or absences. Student is to make up missed hours by mutual consent of Student and the site supervisor.
  4. Student is to maintain a professional attitude and to maintain confidentiality in his or her interactions with teachers, families and children.
  5. Student is to utilize positive guidance techniques when in the classroom. Student should refrain from negative and punitive comments, interactions and communication methods, as they are counterproductive.
  6. Unless Student is also an employee at the placement site, Student should avoid being left alone to supervise children during his or her placement hours, as Student is under the supervision of his or her mentor teacher or site supervisor.
  7. Student agrees to address any concerns or questions to the CCSF instructor as indicated below.
  8. Student understands and agrees that teacher or supervisor at the placement site will be asked to evaluate Student in writing twice during the semester, once at mid-term and once at the end of the semester, as a final evaluation.
  9. Student understands and agrees that a CCSF instructor will make a site visit to Student during the semester.

10. ASSIGNMENT:

School or placement site: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Schedule: \_\_\_\_\_

Supervising Field Work Teacher/Supervisor: \_\_\_\_\_

Grade: \_\_\_\_\_

CCSF Instructor: \_\_\_\_\_

CCSF Instructor Phone: \_\_\_\_\_

11. \_\_\_ CHECK IF APPLICABLE:

It is further understood and agreed between Program and Student that in addition to credits received for participation in the Service-Learning program, Student is to receive compensation under the following program:

\_\_\_ AmeriCorps

\_\_\_ CalWorks

\_\_\_ CCSF Work Study (Financial Aid Eligible)

\_\_\_ CCSF (Lab Aide)

IN WITNESS WHEREOF, the parties hereto have executed this Agreement in duplicate, one copy of which was delivered to and retained by the Student, on the date specified immediately adjacent to their signatures below.

By: \_\_\_\_\_  
Student

Date: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Student ID # \_\_\_\_\_

By: \_\_\_\_\_  
Instructor, Service-Learning Course  
City College of San Francisco

Date: \_\_\_\_\_

I have also read and agree to the above assignment.

By: \_\_\_\_\_  
School Principal or Site Director

Date: \_\_\_\_\_

By: \_\_\_\_\_  
Service-Learning Program Coordinator

Date: \_\_\_\_\_