

Outline of Goals and Responsibilities for CCSF Service-Learning Faculty and Community Organization

This Outline of Goals and Responsibilities (Outline) establishes a partner relationship between CCSF service-learning faculty and supervisors of CCSF student service-learners and sets forth the provisions under which service-learning will take place.

I. Purpose and Scope

Whereas a Service-Learning Program Contract exists between CCSF Office of Mentoring and Service-Learning and the community organization*, this Outline is an addendum to acknowledge the link between the faculty member and the supervisor of his or her students. This agreement recognizes each party's commitment to service-learning and outlines their duties accordingly.

The course instructor and supervisor agree as follows:

The CCSF Faculty Member(s) will strive to:

1. Create and maintain an avenue for exchanging information and ideas with the service-learning supervisor, including:
 - the stated learning objectives of the community service as it relates to the course curriculum,
 - the shared goals of the community organization and service-learning activity.
2. Provide orientation for students regarding:
 - the nature of service-learning and the designated community organization,
 - the course objectives and desired outcomes related to the community service,
 - specific risks involved with the service placement,
 - the guidelines and limitations as they apply to service-learning students.
3. Lead student reflection and evaluation of service-learning endeavors.
4. Share responsibility for students' actions while representing CCSF.
5. Report any incidents involving risk management to the proper authorities.
6. Disseminate any pertinent findings or reports by students that may be useful to the community organization.

*Contact the CCSF Office of Mentoring and Service-learning should a Service-Learning Program Contract not be on file with the OMSL.

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The Community Organization Supervisor(s) will strive to:

1. Create and maintain an avenue for exchanging information and ideas with service-learning faculty, including:
 - the mission and goals of the community organization,
 - the specific duties of the service-learning student and how they relate to the learning objectives of the related course,
 - the required training and preparation needed for the service-learning work,
 - the unique nature of the population and/or service of the community organization,
 - specific risks involved with the service placement.
2. Direct student service efforts in constructive ways, providing support and education as needed.
3. Assist students in tracking hours of service, including validating total hours of service.
4. Discuss any concerns about the service-learner's performance with him/her directly, and with the course supervisor if necessary.
5. Complete an evaluation of the service provided under the service-learning agreement.

II. Terms of Understanding

The term of this Outline is for the duration of 2 years and same course work with the named community organization may be reviewed annually to ensure that it is effective in fulfilling its purpose and to make any necessary revisions.

Authorization

“The signing of this Outline is not a formal undertaking. It implies that the signatories will strive to reach, to the best of their ability, the objectives stated in the Outline.”

Faculty Name Phone Number

Supervisor Name Phone Number

Signature and date

Signature and date

Course Number and Title

Community Organization