Sample Service-Learning Course

Student-Agency Contract

Student Information

Name _____________________________________________ Email _____________________________
Address _____________________________________________ Phone _____________________________

Agency Information

Agency Name ______________________________________________________________________________
Project Supervisor and Title _____________________________________________
Address __________________________________________________________________________________
Phone # ___________________________________ Email __________________________________

Course Information

Course Number _____________________________ Course Title _____________________________
Professor’s Name _____________________________ Contact Info (phone, email) ________________

Project Information: to be filled out by student and agency contact together

1. As a participant in a Duke University Service-Learning course, the student(s) will work on the following project(s):

2. Please describe the exact expectations and requirements of the student for the project:
3. The student(s) and the community partners expect to gain the following from this experience:

4. The student(s) will be expected to use the following skills/knowledge in completing this project:

5. The agency will provide the following training/orientation/supervision for this project:

As the student participant in this service-learning project, I agree to complete this project to the best of my ability, work in collaboration with the above project supervisor, report any problems I encounter, and share a copy of my final report with the agency. I agree to abide by any regulations or confidentiality requirements imposed by the agency for which I am working and to perform professionally.

____________________________________________
Student Signature

____________________________________________
Agency Supervisor Signature

I approve this project.

____________________________________________
Course Faculty Signature