Community-University Partnership Agreements

Community Partners will:

1. Ensure safety of students on the organization’s premises, and while doing work for the organization off-site;
2. Sign each student’s Community Service-Learning Agreement, and agree to complete a mid-semester check-in with each student and to verify each student’s completed hours at the end of the semester;
3. Designate a contact person to assist CCLC staff with placing students and to provide feedback about their performance;
4. Engage students in meaningful work that is beneficial to both the student and the organization;
5. Provide CCLC with position descriptions;
6. Provide an orientation and/or training for students;
7. Provide each student with a designated supervisor who clearly communicates tasks, answers questions, offers procedures to follow on how to report uncomfortable situations, harassment, suspected abuse, and other problems, and gives feedback on a student’s performance;
8. Recognize their organizational capacity and limitations by communicating CCLC staff when they already have enough students to supervise effectively or when they cannot accept more students for other reasons;
9. Maintain communication with CCLC and work to further the relationship through regular communication (at least twice per semester) including such topics as feedback about student performance, project success and challenges, staff changes, and best practices;
10. At the end of the semester, provide CCLC with the names and number of hours completed by each student in their organization as well as a brief, written evaluation of student’s performance;
11. Provide evaluative feedback to CCLC on a regular basis by being involved in focus groups, completing written surveys, interviews, or phone calls.
12. Support students by being realistic about their expectations for students (i.e. semester time frame, students employment schedules etc.), being receptive to the ideas, opinions, concerns, and questions of the students.
13. Recognize their role as co-educators in the service-learning process through engaging students in conversations that promote critical thinking skills development as well as participating in the student’s reflection by offering reflection opportunities on-site, by participating in sessions on-campus;
Community-University Partnership Agreements, continued

CCLC will provide:

1. Opportunities for organizations to be paired with service-learning classes relating to the mission of the community organization;
2. Pre-advising and screening interviews conducted by Program Advisers for students interested in community work not connected to a service learning course;
3. Access to service learning students and faculty through advocacy of the community organizations by CCLC;
4. Support and assistance with problem-solving for situations that occur as a result of students working with your organization;
5. Assistance with planning or facilitating training sessions or special workshops relating to community-University collaborations and service learning;
6. Assistance with CLA Link postings;
7. Assistance navigating University resources;
8. Events that facilitate building a stronger relationship and network with University students (i.e. Community Involvement Fair), faculty, staff, and other community organizations;
9. Free parking for most partnership related events on campus;
10. Free use of the CCLC conference room or reduced rate of other rooms on campus, as available, and limited to once each semester for training and orientation with University students working in your organization;
11. Copies of the University of Minnesota academic schedule;
12. Frequent communication (i.e. mail, email, phone calls, site visits) from CCLC staff.

Students

It is realistic for community partners to expect students to:

1. Attend an agency orientation or training session before they begin their service learning projects;
2. Communicate with their on-site supervisor regarding performance feedback, project responsibilities, and reflection;
3. Be punctual, reliable, and committed to fulfilling the project goals and service hours;
4. Show respect for agency, program, and clients;
5. Complete appropriate paperwork for the organization, CCLC and course requirements;
6. Respect confidences of organizations and community members they work with;
7. Follow guidelines established by the organization;
8. Integrate themselves into the environment of your organization by establishing rapport with the organization staff and community members;
9. Decline work that is not acceptable;
10. Take precautions when working with children and specific populations.