Experiential Learning Agreement – EMPLOYER/COMMUNITY PARTNER Page

INSTRUCTIONS: LOYOLA STUDENT is responsible for filling out this ENTIRE PAGE, which should then be detached and left with the organization’s volunteer/intern coordinator or the student’s supervisor at the community/internship site.

STUDENT INFORMATION:

Student Name: ____________________________________________________________

Student Major(s): ________________________________ Year (circle one): FR SO JU SE GRAD

Student Phone #: _____________________ Student LUC e-mail: ___________________

COURSE & INSTRUCTOR INFORMATION:

Course Title(s): ___________________________________________________________________

Course/Section # (e.g. UNIV 290-01E): _______________ Class start/end dates: _______________

Total hours of engagement required for this class: ______ Completion date: _______________

Instructor Name(s): ____________________________________________________________

Instructor e-mail(s): _________________________ Instructor office phone: ___________________

Student: what are the top three things you/your instructor(s) hope you will learn from the fulfillment of your responsibilities with this organization?

1.

2.

3.

STUDENT AGREEMENT: As an experiential learning student from Loyola University Chicago, I agree to:

• Attend any required orientation or trainings, and complete any required background checks or paperwork associated with working/serving at this site in a timely manner;

• Serve my scheduled hours as agreed upon with my site, even if those hours should be more than the minimum required by my class(es), in a timely manner;

• Contact my site supervisor in advance if I am unable to complete my scheduled duties for any reason;

• Act in a professional and responsible manner, and abide by the Loyola Code of Conduct at all times;

• Maintain personal health insurance or Loyola student health insurance along with liability insurance if my personal vehicle will be used;

• Notify my site supervisor immediately if I encounter any problems in the fulfillment of my duties;

• Keep track of my hours and complete all duties/projects agreed upon with my site supervisor by the end of my term as a volunteer or intern.

_____________________________________________             _________________________
Student Signature                                      Date
GENERAL INFORMATION for Experiential Learning Partners/Employers

Dear Employer/Volunteer Supervisor:

The student who has presented you with this form is enrolled in one or more classes at Loyola University Chicago that require him/her to engage with the broader community as part of his/her academic coursework. It is our intention that our students not only LEARN from this experience, but also make a real and valuable contribution to your organization’s work and mission.

As an employer/volunteer supervisor of Loyola experiential learning students, you have the right to:
- Require students to fulfill ALL the requirements and expectations of non-student interns/volunteers, including minimum commitments that exceed those required by the students’ classes;
- Hire and fire student volunteers/interns according to the standards set by your organization;
- Refuse to document/approve student hours that are incomplete or conducted in an inappropriate or unprofessional manner;
- Contact students’ course instructors and/or the Center for Experiential Learning staff at any time to clarify students’ roles, expectations, and learning outcomes in connection with this experience.

As a co-educator of Loyola experiential learning students, we ask that you:
- Establish clear boundaries for students’ roles, duties, and schedule, and provide them with all necessary training and supervision required to complete their assigned responsibilities;
- Aid students in recognizing and managing risks associated with performance of their duties, and regard the safety of Loyola students as a priority equal to that of your employees/clients;
- Place students in roles that are complementary to their course’s stated learning outcomes, insofar as possible without compromising your organization’s priorities;
- Be available to discuss problems or concerns that may arise during the students’ performance of their assigned duties;
- Communicate any concerns with students’ performance to course instructors and/or the Center for Experiential Learning staff in a timely, clear, and appropriate manner.

TO REPORT AN INCIDENT/CONCERN WITH A STUDENT:

Course instructor contact information is available on the front of this sheet.

Jon Schmidt, Service-Learning Program Manager jschmidt12@luc.edu | 773.508.7080
Danielle Forchette, Academic Internship Program Manager dforchette@luc.edu | 773.508.3952
Andrew Miller, Community Partnerships Coordinator amiller11@luc.edu | 773.508.7690

Or complete the Experiential Learning Incident Report: http://luc.edu/experiential/incident_report.shtml

<table>
<thead>
<tr>
<th>Fall 2014 Semester</th>
<th>IMPORTANT DATES</th>
<th>Spring 2015 Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>8/25 Classes begin</td>
<td>1/12 Classes begin</td>
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<tr>
<td>10/6-7 Fall Break</td>
<td>3/2-7 Spring Break</td>
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<tr>
<td>11/26-29 Thanksgiving Break</td>
<td>4/2-6 Easter Break</td>
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<tr>
<td>12/6 Classes end</td>
<td>4/24 Classes end</td>
<td></td>
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EMPLOYER/SUPERVISOR: PLEASE RETAIN THIS PAGE FOR YOUR REFERENCE
For more information, visit www.luc.edu/experiential
Experiential Learning Agreement – INSTRUCTOR Page

**INSTRUCTIONS:** STUDENT is responsible for filling out this ENTIRE PAGE during initial interview/orientation with employer or volunteer supervisor. ALL INFORMATION ON THIS PAGE MUST BE ENTERED INTO LOCUS by the student in order to substantiate his/her completion of the University Engaged Learning Requirement. Once this information has been entered into LOCUS, this signed form should be given to the Course Instructor for his/her records and to verify the student’s volunteer/internship position.

**STUDENT NAME:** _______________________________________________________________

Course/Section # (e.g. UNIV 290-01E): ___________ Instructor Last Name: _______________________

**SERVICE or INTERNSHIP SITE INFORMATION:**

Organization Name: ________________________________________________________________

Department/Program: ___________________________ Position: _____________________________

Address of primary service/internship site: ____________________________________________

City, State: _______________________ Zip Code: ______________________

Position start/end dates: _______________ Projected Total Hours of Service: ________________

**INTERNSHIPS ONLY** Approximate hours/week: _______________ Compensation: $__________

**SUPERVISOR INFORMATION:**

Supervisor Name: _________________________________________________________________

Supervisor Title: _________________________________________________________________

Supervisor E-mail: ___________________________ Supervisor Phone: _______________________

Student: Based on your class requirements and on your conversation with your supervisor/employer, what are the top three things you hope to learn/accomplish in the fulfillment of your responsibilities to this site?

1. __________________________________________________________

2. __________________________________________________________

3. __________________________________________________________

**SUPERVISOR SIGNATURE:** __________________________________________ Date: ____________

On behalf of my organization, I agree to provide supervision to the above-named student in the fulfillment of his/her duties as a volunteer or intern for the time and terms stated above. I am aware of my rights and responsibilities as stated on the previous pages of this document, and have received course and instructor contact information from this student in compliance with the policy of Loyola’s Center for Experiential Learning (www.luc.edu/experiential).
Dear Course Instructor:

Thank you for supporting this student in your experiential learning (i.e. service-learning or academic internship) class.

Please use the information recorded on the previous page to contact this student’s site supervisor in case of questions or concerns about his/her volunteer or internship experience. This information should also be available via your class roster in the Faculty Center in LOCUS.

Upon receipt of this form, **please verify that student-entered site and supervisor information in LOCUS is complete and correct.** Once you have reviewed the student’s information, **please click the box next to “Instructor Approval” to electronically sign off on the student’s engaged learning commitment in connection with your class.** This approval is essential for risk management and documentation purposes, and we appreciate your cooperation.

As the course instructor of an experiential learning class at Loyola University Chicago, you agree to:

- Clearly communicate the expected learning outcomes of students’ community-based work;
- Verify the details of students’ class-related community-based commitments in LOCUS;
- Provide reflection opportunities and assignments to help your students relate their community-based learning to other course content;
- Communicate with your students regarding their community-based learning on an on-going basis;
- Communicate as needed with site supervisor(s) regarding students’ fulfillment of their community-based commitments;
- Keep in contact with Center for Experiential Learning staff to discuss any problems or issues that may arise regarding students’ community-based work.

**TO REPORT/RESPOND TO A CONCERN WITH A STUDENT’S COMMUNITY-BASED WORK:**

*Site supervisor contact information is available on the front of this sheet.*

**Center for Experiential Learning (CEL) program staff Information:**

Jon Schmidt, Service-Learning Program Manager  
jschmidt12@luc.edu | 773.508.7080

Danielle Forchette, Academic Internship Program Manager  
dforcehtte@luc.edu | 773.508.3952

*Or complete the Center for Experiential Learning’s Incident Report:*

http://luc.edu/experiential/incident_report.shtml

A CEL staff member will respond to your concern as soon as possible.