



The Center for Experiential Learning

Partnership Statement

Loyola University Chicago's **Center for Experiential Learning** approaches partnerships with employers and community organizations as reciprocal and mutually beneficial. The goal of our partnerships is not only for our students to learn by serving as volunteers, interns, or researchers, but also for the work of students to contribute in valuable ways to the work of our partner organizations.

The Center for Experiential Learning is committed to promoting the relevant opportunities of partners to our students and faculty; to connecting partners to other University resources where appropriate; and to fostering the potential of experiential learning opportunities to achieve both student- and site-based priorities.

We consider our partner organizations to be co-educators of our students, and in this role, we rely upon them to provide the necessary orientation, training, and supervision required for our students to complete their assigned responsibilities. We expect that our partners will regard the safety of our students as a priority equal to that of their own employees and clients. We know that our partnerships are best served by open lines of communication, and encourage our partner organizations to communicate any concerns and to address any issues with our students or our partnership in a timely manner.

Through our partnerships, the Center for Experiential Learning hopes to fulfill Loyola's mission of "expanding knowledge in the service of humanity through learning, justice and faith," and to support the efforts of our employer/community partners as well.

Partnership Responsibilities

LOYOLA STUDENTS IN EXPERIENTIAL LEARNING CLASSES HAVE THE RESPONSIBILITY TO:

- Attend any required orientation or trainings, and complete any required background checks or paperwork associated with interning/serving at their site in a timely manner;
- Serve their scheduled hours as agreed upon with the site, even if those hours should be more than the minimum required by their class(es), in a timely manner;
- Contact their site/supervisor in advance if they are unable to complete scheduled duties for any reason;
- Act in a professional and responsible manner, and abide by the Loyola Student Code of Conduct at all times;
- Maintain personal health insurance or Loyola student health insurance, along with auto liability insurance if their personal vehicle will be used;
- Notify their site supervisor immediately if they encounter any problems in the fulfillment of their duties, and inform their instructor and/or the Center for Experiential Learning if those problems cannot be resolved;
- Keep track of their hours and complete all duties/projects agreed upon with the site supervisor by the end of their term as a volunteer or intern.
- Recognize all courses are priority in addition to fulfillment of site responsibilities.



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- Contact and gain permission of professor/site supervisor in advance if they plan to miss class/internship.

EMPLOYERS/VOLUNTEER SUPERVISORS OF LOYOLA STUDENTS HAVE THE RESPONSIBILITY TO:

- Ensure the focus of opportunities they provide is for educational purposes and intends to benefit the student(s);
- Establish clear boundaries for students' roles, duties, and schedule, and provide them with all necessary training, background screening, 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 their employees/clients;
- Place students in roles that are complementary to their course's stated learning outcomes, insofar as possible without compromising their 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 the student(s) in question, the course instructors, and/or the Center for Experiential Learning staff in a timely, clear, and appropriate manner; complete evaluations provided by course instructors in a timely manner.
- Terminate the internship/volunteer position of any Loyola student whose inadequate performance of his/her role would constitute a threat to the student, the staff, or the clients of the experience provider;
- Maintain insurance appropriate to its operations.
- Hold Loyola University Chicago harmless from any liability for loss or damage arising from the acts or omissions of the employer/volunteer supervisor.

COURSE INSTRUCTORS HAVE THE RESPONSIBILITY TO:

- Clearly communicate the expected learning outcomes of students' community-based work;
- Provide reflection opportunities and assignments to help their students relate their community-based learning to other academic content;
- Communicate as needed with site supervisor(s) regarding students' fulfillment of their community-based commitments, and enact academic/disciplinary consequences for non-fulfillment of said commitments.
- Provide evaluation to site supervisors for feedback on student's performance and fulfillment of learning outcomes.

LOYOLA UNIVERSITY CHICAGO (THE CENTER FOR EXPERIENTIAL LEARNING) HAS THE RESPONSIBILITY TO:

- Support University faculty in their supervision of students' community-based work;
- Actively cooperate with employer/community partners to define and promote appropriate experiential learning opportunities for Loyola students;
- Communicate any concerns regarding the training, duties, supervision, or safety of students to the employer/community partner in a timely and appropriate manner;
- Remove Loyola students from any employer/community partner site that does not fulfill its responsibilities towards said students, if necessary for the safety of the students and/or the organization's clients;
- Maintain insurance appropriate to its operations.