**[NAME OF COURSE]**

**Service-Learning Contract**

This document will serve as a contract between [NAME OF INSTRUCTOR]’s service-learning class [NAME OF COURSE] and the organization named below. The **contact person** for the project named below agrees to be available during the fall semester of [YEAR] for weekly communications with a group of [NAME OF INSTRUCTOR]’s students. This includes responding to emails and other forms of communication in a timely manner as well as giving reasonable feedback on students’ developing project(s). The most important thing that this contact person agrees to do is to give honest feedback regarding the direction of students’ project(s) to maximize the impact of these project(s) for their organization. At the end of the semester, they also agree to give brief summative feedback regarding their experiences working with students.

In return for the above mentoring work, **students** who sign this contract agree to work to the best of their ability to meet the organization’s needs by completing the project named below within the confines of the class. They understand that this will necessarily involve going above and beyond the work involved in a regular class, and that failure to do their utmost to complete this project will have serious negative repercussions for the partnering organization as well as for their own reputation in the local community.

**In this context, “doing their utmost” involves:**

* Meeting all deadlines agreed upon with the partnering organization whether or not they coincide with deadlines for the class.
* Completing approximately 15 volunteer hours outside of the regular time commitment of the class, including meeting with their organization’s contact person, doing research, doing writing work, and attending events put on by their organization.
* Being realistic with their time commitments and setting realistic goals for work with their organization.
* Having a thick skin when it comes to critical feedback from the contact person of their partnering organization and doing everything in their power to respond positively and productively to this feedback.
* Striving for professionalism in all communications and dealings with their partnering organization.
* Asking for help from [NAME OF INSTRUCTOR] and their organization’s contact person *before* tasks involved with their project reach crisis level.

Students who successfully complete their projects to the satisfaction of both [NAME OF INSTRUCTOR] and their partnering organization will receive a **signed letter of recommendation** certifying that they have completed this work and recommending them for future opportunities involving this kind of work.

Finally, students should keep in mind that though [NAME OF INSTRUCTOR] will be the only person formally assessing their work, their **final grade in the class** is dependent on his assessment of whether or not they have worked diligently to meet the needs of their partnering organization.

**Organizational Contact Person for Project**

**Name and title:**

**Name of organization/specific program within organization:**

**Mission of organization (a link to a website or other online document is fine):**

**Preferred meeting times:**

**Description of Project To Be Completed**

**What project(s) will students be working on with you?** Please be descriptive and mention each individual project and all work involved with it (i.e. Project #1: the creation of a new website template that better appeals to people interested in X element of our mission):

**How will these project(s) further your organization’s mission?**

**What are important deadlines for completing portions of these project(s)?** Please keep in mind that though smaller portions of the project can be completed throughout the semester, the final draft of the entire project cannot be due before **Wednesday, December 17th at midnight**, the end of the fall semester:

**Student Contact Info**

**Name of Project Manager for group:**

**Contact info for Project Manager** (phone number and email):

**Names of other group members:**

**Student Signatures**

By signing below, you agree to abide by the conditions of this service-learning contract.

**Name:**

**Date:**

**Name:**

**Date:**

**Name:**

**Date:**

**Name:**

**Date:**