

## SERVICE LEARNING INTERNSHIP AGREEMENT INSTRUCTIONS

- I. Please complete the Cover Sheet, including signatures.
- II. Community Partners: Please complete the attached Job Description (including any deliverable projects, outcomes, etc.). Please be as specific as possible!
- III. Students: Please complete the attached Project Proposal, after discussing it with your professor and/or the Service Learning Coordinator as well as your Community Partner Supervisor.
- IV. Job Description & Project Proposal Overview  
The goal of our service learning program is to ensure that our students provide meaningful assistance to partner organizations, receive valuable, real-world job experiences, and connect that work to their academic learning. While we certainly recognize that our partners often need student interns to perform clerical tasks, we hope to strike a balance between time that is spent on clerical tasks and educational opportunities. As a general rule of thumb, we hope that students will devote approximately 75% of their time to educational tasks and duties, including semester projects and approximately 25% of their time to clerical responsibilities.

To that end, alongside the duties outlined in their job descriptions, student interns will complete a **semester-long project** that produces a specific and useful outcome for the community partner, and which engages them academically. These projects are meant to augment the overall productivity and experience of the internships by increasing benefits to partners and to students while **minimizing student "down time"**.

In some cases, these projects will grow directly out of the students' primary responsibilities as an intern. In other cases, the project will be additional to the students' primary tasks. Importantly, semester projects do not supersede immediate and short-term tasks that students are required perform. Again, the idea is that that semester projects are useful, but also self-directed and relatively long-term projects that students can complete over the course of their internship.

Because Semester Projects comprise a significant portion of students' grades, we ask that students complete the attached proposal (see page 4) and that Community Partners initial the proposal.

**SERVICE LEARNING INTERNSHIP AGREEMENT  
COVER PAGE**

**Part I. Community Partner Information**

Name of Organization: \_\_\_\_\_

Contact Information: \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_

**Part II. Student Information**

Name of Student: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Part III. Service Learning Internship Information**

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Approximate # of hours/week: \_\_\_\_\_

**Part IV. Commitment Signatures/Approvals**

The student, mentor and professor have discussed and agree to the expectations, job duties, outcomes and hours outlined in this agreement, as well as general conduct and deportment in the workplace.

Signed (Student): \_\_\_\_\_ Date: \_\_\_\_\_

Signed (Community Partner): \_\_\_\_\_ Date: \_\_\_\_\_

Signed (Faculty): \_\_\_\_\_ Date: \_\_\_\_\_



Department of Urban Studies

---

## **SERVICE LEARNING INTERNSHIP JOB DESCRIPTION**

*Note: While we certainly recognize that our partners often need student interns to perform clerical tasks, we hope to strike a balance between time that is spent on clerical tasks and educational opportunities. As a general rule of thumb, we hope that students will devote approximately 75% of their time to educational tasks and duties, including semester projects (outlined on the following page) and approximately 25% of their time to clerical responsibilities.*

## **SERVICE LEARNING SEMESTER PROJECT PROPOSAL**

Students will work closely with their instructor and supervisor to design and develop an appropriate semester-long project that delivers a tangible outcome and that enhances academic learning. The projects will meet the needs of the community partner and also draw on individual student interests and career goals. They may last one semester or be continued from one semester to another (for instance, one student's project may involve a Phase II; or aspects of one student's project can be picked up and enhanced by the next cohort of interns). Projects will be designed collectively by students, community partners, course instructors and the service learning coordinator within the first few weeks of the student's internship.

Examples of projects can include: Educational Materials & Curricula; Databases; Maps; Demographic or Research Reports; Surveys; Questionnaires; Evaluations; Grant Proposals (all or part); Funding Source Summaries; Budgets; Powerpoint Presentations; Social Networking Sites; Websites.

Each student must attach a brief (1-3 paragraph) description of his/her project, including its deliverable outcome, how it meets the needs of the community partner, and how it incorporates some kind of academic learning. Please be as specific as possible.

**I HAVE READ AND AGREE TO THE FOLLOWING PROJECT PROPOSAL (PLEASE INITIAL):**

**STUDENT** \_\_\_\_\_

**SUPERVISOR** \_\_\_\_\_

**PROFESSOR/SERVICE LEARNING COORDINATOR** \_\_\_\_\_