



Department of Urban Studies

SERVICE LEARNING INTERNSHIP AGREEMENT INSTRUCTIONS

- I. Please complete the Cover Sheet, including signatures.
- II. Please complete the attached Job Description (including any deliverable projects, outcomes, etc.). Please be as specific as possible!

III. 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.

Please note that we expect students to do the vast majority of their work (excepting, in some cases, the Semester Project) **on site, during their internship hours**. Please do not ask students to do non Semester Project-related work during non-internship hours, as it diminishes their opportunities to gain experience working in office settings and may impinge on the time they need to devote to classwork.

**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: _____



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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.