

SOUTHWEST

TENNESSEE COMMUNITY COLLEGE
Service Learning and Community Service

COMMUNITY PARTNER AGREEMENT

A service-learning project for Southwest Tennessee Community College is a work and learning opportunity of significance. Students are evaluated and graded for their work, learning, and performance. Your agency and site supervisor are considered part of our teaching team. We appreciate your interest in providing a "real world" laboratory for our students.

Name of Agency _____

Address _____

Phone # _____

Fax # _____

Agency Contact/Site Supervisor _____

Email _____

Phone # _____

CEO/Director of Agency _____

Description of student work/activity (include student name when appropriate):

Contact/Supervisor Date



**Coordinator, Service-Learning
& Civic Engagement/Date**

Agency CEO/Director Date

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TENNESSEE COMMUNITY COLLEGE
CENTER FOR SERVICE LEARNING AND CIVIC ENGAGEMENT

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To help ensure a quality learning experience and service-learning project, we have the following expectations:

Community partners can expect the college to provide:

- a contact person and orientation to the service-learning program
- orientation on service-learning to students
- timely and efficient response to agency concerns
- public recognition of their role as part of the teaching team

Community partners can expect students to:

- set appointments, commit to a work schedule and arrive promptly
- attend any training/orientation the partner provides or requires
- be dressed and groomed appropriately
- be responsive and considerate
- offer constructive suggestions and be receptive to constructive criticism
- provide the requested service on the described project

Students can expect:

- to work on the described project with the partner
- the project to be completed in the estimated time
- partners to provide necessary information, orientation & supplies
- partners to be receptive to student limitations (class & work schedules)
- partners to complete evaluations and/or other forms by deadlines

The College can expect partners to:

- support the College's belief in cultural diversity
- support federal laws on equal opportunity
- provide job or project description to the Office of Service-Learning
- contact the Office of Service-Learning (901-333-6057) with any concern -
- have site supervisor or alternate available to student at all times necessary to complete the project as described
- complete all paperwork by specified deadlines

Contact/Supervisor Date

**Coordinator, Service-Learning
& Civic Engagement/Date**