

Community-Engaged Learning Agreement

As Part of MSUS 321 / 621 (Organizing for Justice & Social Change) at Bucknell University

Student Name: _____ Email: _____ Phone: _____

Placement Supervisor: _____ Email: _____ Phone: _____

Community Organization's Name: _____

Faculty Supervisor: Tammy Bunn Hiller Email: hiller@bucknell.edu Phone: (570) 490-0654

This Learning Agreement is to be completed by the student in consultation with their placement supervisor, signed by the student and supervisor, then submitted to Prof. Tammy Hiller via Moodle. She will email final signed copies to both the student and placement site supervisor. If there are any questions, please contact Prof. Tammy Hiller at the phone number above.

LEARNING OBJECTIVES: What is it you hope to learn from this community-engagement experience about the placement organization, about the challenges and assets of the population with whom you will be working, about yourself, about your community, and / or about organizing to accomplish a social justice mission? The learning objectives should be based on the service needs of the agency and your learning goals as related to this course.

COMMUNITY ENGAGED WORK OBJECTIVES: Identify and describe the nature of the work in which you will be engaged. The work objectives should be designed to help you work toward your learning objectives.

STUDENT: I agree to devote **a minimum of 20 hours** during Fall 2020 (ideally two hours per week for 10 weeks sometime between August 17 – November 20) in order to fulfill the volunteer work objectives described above.

I will work on (day/s of week) _____ from (time) _____ to _____.

I agree to complete forms, evaluations, and other paperwork needed by either the course or site supervisor. I have reviewed and agree to adhere to the student responsibilities on the back of this form. Also, I agree to discuss any concerns about this placement with the site supervisor and when necessary, with Prof. Tammy Hiller.

Student Signature

Date

SITE SUPERVISOR: As on-site supervisor of the above student, I hereby agree to guide this student's work and to submit a brief final evaluation of their performance to the student and Prof. Tammy Hiller

Placement Supervisor Signature

Date

FACULTY SUPERVISOR: I have examined and approved this learning agreement.

Faculty Supervisor Signature

Date

Student Responsibilities

Office of Civic Engagement, Bucknell University

All students should adhere to the following guidelines when performing service in the community.

- **Ask for help when in doubt.** Your primary sources for information are the community organization supervisor, your professor, and the Office of Civic Engagement.
- **Be punctual and responsible.** Participate in the organization as a reliable, trustworthy and contributing member of the community team. Never make promises or commitments that you cannot keep. Make sure to keep a record of the time you spend at the community site in your journal of community engagement experiences.
- **Contact the organization well in advance if you anticipate lateness or absence.** Missing time at your community site is not like missing class. Remember within your placement, people are relying on you. Be respectful of this reliance.
- **Respect the privacy of all clients.** If you are privy to confidential information with regard to the person with whom you are working, i.e., organizational files, diagnostics, personal stories, etc., you must treat it as privileged information and follow all codes and standards of ethics that apply. Check with your instructor and your community supervisor about permission and use of information.
- **Show respect for the community agency or school for whom you work.** Placement within a community organization is an educational opportunity and a privilege. As such, you are expected to conduct yourself in a professional and ethical manner by respecting the rights and confidentiality of your supervisor, co-worker(s), and clients.
- **Be appropriate.** Students are expected to treat your supervisor, co-worker(s) and clients with courtesy and kindness. Be sure to dress according to the standards of the community agency or school and follow their standards of interaction as well (both in-person and virtually).
- **Be flexible.** Since the level or intensity of activity at a service site is not always predictable, be ready to adapt to changing situations, including moving from in person to virtual volunteering.

As a participant in your community field experience, you are also responsible for the following limitations:

- **FOLLOW ALL HEALTH AND SAFETY PROTOCOLS OF BOTH THE PLACEMENT SITE AND BUCKNELL UNIVERSITY. Ideally, you will do most or all of your volunteer work virtually.**
- **NEVER** report to your service site or virtual meetings under the influence of drugs or alcohol.
- **NEVER** give or loan a client money or other personal belongings.
- **NEVER** make promises or commitments to a client you cannot keep.
- **NEVER** give a client or agency representative a ride in a personal or university vehicle.
- **NEVER** transport a child.
- **NEVER** tolerate verbal exchange of a sexual nature or engage in behavior that might be perceived as sexual with a client or community organization representative.
- **NEVER** tolerate verbal exchange or engage in behavior that might be perceived as discriminating against an individual based on age, race, gender, sexual orientation, ethnicity, class, or religion.

Please note that due to the COVID-19 pandemic, any party can withdraw from this agreement at any time on the basis of health concerns or changes to Bucknell University's teaching methods. In the event that this community engaged learning placement must be ended prematurely, we agree to communicate with each other in a timely and forthright manner.