

SUPERVISION, ACADEMIC WORK, & EVALUATION *To be completed by faculty sponsor.*

The faculty handbook specifies that the minimum requirements for community-engaged learning include keeping a journal, meeting with the faculty sponsor, and a final integrative exercise. Departments, Programs, and faculty members are free to impose additional requirements. Academic work normally is considered confidential within the college.

Please indicate the methods which will be used to supervise the student, assign academic work, and evaluate student performance (in addition to agency evaluation). Please use additional pages if necessary.

Faculty/Student Conference (required): # of conferences _____ Student Journal (required)

Final Integrative Exercise (required): Student Report Portfolio of work done for agency Other: _____

Assigned Readings: _____

Other: _____

CEL AGREEMENT

By signing, the agency, faculty sponsor, student, and Director of the Office of Community-Engaged Learning (OCEL) agree that this position is a learning experience for academic credit. Students receiving 0.5 units of credit are expected to complete a minimum of 40 hours of experiential work and a minimum of 30 hours of academic work. Students receiving 1.0 unit of credit are expected to complete a minimum of 80 hours of experiential work and a minimum of 60 hours of academic work.

Students are expected to complete the following OCEL components: a beginning of the semester orientation, one mid-semester cohort meeting, an end of the semester feedback form, and maintain a time-log.

While doing CEL, students may be exposed to confidential information at their agency. Students are required to keep such information completely confidential. If there is any question on what information is confidential, the student should ask their agency supervisor, faculty sponsor, or the OCEL director Dr. Lisa Kaul to clarify the situation.

The Agency or OCEL may terminate or adjust this CEL Agreement after consultation with all parties if the nature and quality of the work performed by or given to the student do not meet the requirements of this agreement or due to other circumstances.

A copy of this agreement will be returned to all parties.

FACULTY SIGNATURE _____ DATE _____

STUDENT SIGNATURE _____ DATE _____

DIRECTOR OF OCEL SIGNATURE _____ DATE _____