

This form is a learning agreement between student, faculty sponsor, and agency supervisor, facilitated by the Office of Community-Engaged Learning (OCEL).
 There are two components to this form: *Experiential Work* and *Academic Work*. The section on *Experiential Work* is to be completed at the time that the position is offered. The section on *Academic Work* is to be completed thereafter.

COVID-19 Update: Students will only be able to participate in virtual opportunities during the Fall 2020 semester. Students will be unable to meet with community partners in person or work or attend a one-off meeting or orientation on-site. Additionally, some students will enroll remotely; we request that you be mindful of time zones and unexpected disruptions due to the pandemic. We apologize for the inconvenience caused and are truly grateful for your cooperation.

IMPORTANT DATES

<p>August 31 - September 12, 2020 Students attend one virtual orientation session facilitated by OCEL</p> <p>At the time of offering a student a position Agency supervisor to complete CELA: Experiential Work and return to OCEL</p> <p>August 31, 2020 First day of classes Some students may begin their CEL positions at this time.</p>	<p>September 12, 2020 Faculty and student complete CELA: Academic Work and return to OCEL.</p> <p>November 20 - 29, 2020 Thanksgiving Recess Students leave campus and continue to work remotely.</p> <p>December 9, 2020 Classes end Most students end their CEL positions at this time. Some may continue through December 13.</p> <p>December 9, 2020 Agency evaluations due to OCEL</p>
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STUDENT NAME	CLASS OF
_____	_____
EMAIL	TELEPHONE
_____	_____
AGENCY NAME	

MAILING ADDRESS	

SUPERVISOR'S NAME	POSITION TITLE
_____	_____
SUPERVISOR'S EMAIL	TELEPHONE
_____	_____
STUDENT POSITION TITLE	HOURS <input type="radio"/> 40 HRS / 0.5 UNIT <input type="radio"/> 80 HRS / 1.0 UNIT
_____	<i>0.5 unit entails a minimum of 40 hours of experiential work and a minimum of 30 hours of academic work. 1.0 unit entails a minimum of 80 hours of experiential work and a minimum of 60 hours of academic work.</i>

(If you have trouble filling out this form electronically, please either insert a text box, or print and complete by hand.)

SUMMARY OF DUTIES & RESPONSIBILITIES - *To be completed by student in consultation with agency supervisor. We request that you provide the student with an overview of your agency's mission, culture, and workplace expectations, and a safe and productive working environment.*

HOW WILL WORK BE ASSIGNED?

HOW WILL HOURS BE TRACKED?

WHAT IS THE PREFERRED MODE OF COMMUNICATION?

We request the agency supervisor to complete an evaluation at the end of November. Student grades are based in part on this evaluation.

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.

SUPERVISOR SIGNATURE _____ DATE _____

STUDENT SIGNATURE _____ DATE _____

DIRECTOR OF OCEL SIGNATURE _____ DATE _____

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STUDENT NAME	CLASS OF
EMAIL	TELEPHONE
FACULTY SPONSOR	
FACULTY DEPARTMENT	CREDIT <input type="radio"/> 0.5 UNIT / 30 HRS <input type="radio"/> 1.0 UNIT / 60 HRS
FACULTY EMAIL	<i>0.5 unit entails a minimum of 30 hours of academic work and a minimum of 40 hours of experiential work. 1.0 unit entails a minimum of 60 hours of academic work and a minimum of 80 hours of experiential work.</i>

COURSE TITLE - *To be completed by student in consultation with faculty sponsor.* Please limit to 29 characters, including spaces. This is how the course will appear on the student's transcript.

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EDUCATIONAL PURPOSE - *To be completed by student in consultation with faculty sponsor.*

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: _____
- (If you have trouble filling out this form electronically, please either insert a text box, or print and complete by hand.)
- Assigned Readings:**

Other:

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FACULTY SIGNATURE _____ DATE _____

STUDENT SIGNATURE _____ DATE _____

DIRECTOR OF OCEL SIGNATURE _____ DATE _____