

# COMMUNITY-ENGAGED LEARNING AGREEMENT | EXPERIENTIAL WORK | Summer 2022

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: Although we expect students to work in person, we recommend that students and their agency supervisors create a "back-up plan" for the summer CEL should the COVID pandemic result in a change in off-campus policies. We will be in touch with you if any policies change.*

## IMPORTANT DATES

### End of first week of internship:

Completed Community-Engaged Learning Agreement due | Students should return the completed form to OCEL@Vassar.edu

### August 27, 2022:

Agency evaluations due to OCEL@Vassar.edu

### October 1, 2022:

Student final work due to faculty sponsor

STUDENT NAME	CLASS OF
EMAIL	TELEPHONE
AGENCY NAME	
MAILING ADDRESS	
SUPERVISOR'S NAME	POSITION TITLE
SUPERVISOR'S EMAIL	TELEPHONE
STUDENT POSITION TITLE	HOURS
START DATE	<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 to 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.*

# COMMUNITY-ENGAGED LEARNING AGREEMENT | EXPERIENTIAL WORK | Summer 2022

HOW WILL WORK BE ASSIGNED?

HOW WILL HOURS BE TRACKED?

WHAT IS THE PREFERRED MODE OF COMMUNICATION?

HOW WILL FEEDBACK BE PROVIDED TO THE STUDENT?

HOW WILL THE STUDENT HAVE AN OPPORTUNITY TO ASK QUESTIONS OF, AND DISCUSS THEIR EXPERIENCE WITH THEIR SUPERVISOR?

HOW WILL THE NATURE OF THE WORK CHANGE IF THE WORK MUST BE COMPLETED REMOTELY?

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

## CEL AGREEMENT

By signing, the agency, faculty sponsor, student, and 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 summer orientation, one mid-summer cohort meeting, an end of the summer 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 to clarify the situation.

The Agency or the 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 \_\_\_\_\_

OCEL SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

# COMMUNITY-ENGAGED LEARNING AGREEMENT | **ACADEMIC WORK** | Summer 2022

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: Although we expect students to work in person, we recommend that students and their agency supervisors create a "back-up plan" for the summer CEL should the COVID pandemic result in a change in off-campus policies. We will be in touch with you if any policies change.*

## IMPORTANT DATES

### End of first week of internship:

Completed Community-Engaged Learning Agreement due | Students should return the completed form to OCEL@Vassar.edu

### August 27, 2022:

Agency evaluations due to OCEL@Vassar.edu

### October 1, 2022:

Student final work due to faculty sponsor

STUDENT NAME \_\_\_\_\_

CLASS OF \_\_\_\_\_

EMAIL \_\_\_\_\_

TELEPHONE \_\_\_\_\_

FACULTY SPONSOR (INSTRUCTOR) \_\_\_\_\_

FACULTY DEPARTMENT \_\_\_\_\_

CREDIT

*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.*

FACULTY EMAIL \_\_\_\_\_

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

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

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

**SUPERVISION, ACADEMIC WORK, & EVALUATION** - To be completed by faculty sponsor (instructor).

*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:

**CEL AGREEMENT**

By signing, the agency, faculty sponsor, student, and 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 summer orientation, one mid-summer cohort meeting, an end of the summer 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 to clarify the situation.

The Agency or the 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 \_\_\_\_\_

OCEL SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_