

COMMUNITY-ENGAGED LEARNING AGREEMENT | EXPERIENTIAL WORK | Fall 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 Fall 2022 CEL should the COVID pandemic result in a change in off-campus policies. We will be in touch with you if this happens.

IMPORTANT DATES

At the time the student is offered a position:

Agency supervisor and student complete the *Experiential Work* section of this agreement.

Between August 30 - September 14, 2022:

Students attend an orientation facilitated by the OCEL.

August 29, 2022:

First day of classes | Some students begin their CEL at this time.

October 14 - 23, 2022:

Mid-Semester Recess | Some students may be unable to work at this time.

November 23 - 27, 2022

Thanksgiving Recess | Some students may be unable to work at this time.

December 7, 2022:

Last day of classes | Most students end their CEL at this time. Some may continue through December 10, 2022.

December 10, 2022:

Partners are requested to send evaluations to the OCEL.

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

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.

(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.*

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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 INTERNSHIP 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 beginning of December. 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 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 _____

OCEL SIGNATURE _____

DATE _____

COMMUNITY-ENGAGED LEARNING AGREEMENT | **ACADEMIC WORK** | Fall 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 Fall 2022 CEL should the COVID pandemic result in a change in off-campus policies. We will be in touch with you if this happens.

IMPORTANT DATES

At the time the student is offered a position:

Agency supervisor and student complete the *Experiential Work* section of this agreement.

Between August 30 - September 14, 2022: Students attend an orientation facilitated by the OCEL.

August 29, 2022:

First day of classes | Some students begin their CEL at this time.

September 13, 2022:

Faculty and students complete the *Academic Work* section of CELA and return to OCEL.

October 14 - 23, 2022:

Mid-Semester Recess

November 23 - 27, 2022:

Thanksgiving Recess | Some students may be unable to work at this time.

December 7, 2022:

Last day of classes | Most students end their CEL at this time. Some may continue through December 10, 2022.

December 10, 2022:

OCEL sends agency evaluation to faculty sponsor.

December 16, 2022:

Student academic work due to faculty sponsor.

STUDENT NAME _____

CLASS OF _____

EMAIL _____

TELEPHONE _____

FACULTY SPONSOR (INSTRUCTOR) _____

FACULTY DEPARTMENT _____

FACULTY EMAIL _____

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.

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 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 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 _____

OCEL SIGNATURE _____ DATE _____