

**Directions:** Loyola student must complete and sign this page, send it and the general information pages to the agency representative who will serve as his/her service learning supervisor. Agency supervisor must sign and send to OCELTS.

**STUDENT INFORMATION:**

Student Name \_\_\_\_\_ CWID# \_\_\_\_\_

Phone #: \_\_\_\_\_ E-mail: \_\_\_\_\_

**COURSE AND INSTRUCTOR INFORMATION:**

Course Title: \_\_\_\_\_ # of SL Hours Required: \_\_\_\_\_

Course Code: \_\_\_\_\_ Semester:  Fall  Spring Year: 20\_\_\_\_\_

Instructor Name: \_\_\_\_\_ E-mail: \_\_\_\_\_

Student: What top three things do you/your instructor hope you will learn because of this service learning experience.

- 1.
- 2.
- 3.

**STUDENT AGREEMENT:** *As a service learning student from Loyola University New Orleans, I agree to:*

- Comply with any required orientation or trainings, background checks, or paperwork associated with serving at this site;
- Serve my scheduled hours as agreed upon with my site, even if hours exceed my course hours requirement;
- Contact my site/supervisor in advance if I am unable to complete my scheduled duties for any reason;
- Act in a professional and responsible manner;
- Adhere to all Safety Guidelines as prescribed by law and required at the service site.
- Notify my site supervisor immediately if I encounter any problems in the fulfillment of my duties;
- Keep track of my hours and complete all duties/projects as agreed to fulfill my term as a service learner.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Faculty Signature

\_\_\_\_\_  
Date

**SITE AGREEMENT:** *I have read and understand my role and agree to supervise the above named student as applicable to this document and the Memorandum of Understanding between my agency and Loyola University New Orleans.*

Agency: \_\_\_\_\_ Address: \_\_\_\_\_

Supervisor Name \_\_\_\_\_ Signature: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_ Date: \_\_\_\_\_

## **GENERAL INFORMATION for Service Learning Community Partners**

Dear Agency Supervisor:

The student who has presented you with this form is enrolled in one or more classes at Loyola University New Orleans that offers them an opportunity to engage with the community as part of their academic coursework. It is our intention that our students not only LEARN from this experience, but also make a real and valuable contribution to your organization's work and mission. The service learning experience offers students a chance to apply and deepen their understanding of class concepts, learn about social justice, and examine the relevance of class topics in the real world. As a participant in the education of college students, you are a co-educator and a member of the Loyola learning community. Below you will find expectations and guidelines for your role as a co-educator and service learning site for this semester.

*Expectations for service learning site for a Loyola University New Orleans student are:*

- Designate primary and backup supervisors for SL student(s).
- Receive and adhere to all communications.
- Orient students to Agency, its policies and procedures, including attendance, dress, behavior
- Ensure that Agency's pre-service requirements are completed in a timely and efficient manner;
- Set regular service schedules with SL students;
- Provide clear and sufficient task and assignments to students;
- Provide sufficient training and instruction for students to perform and function well, develop skills, and effectively respond to the Agency's needs;
- Monitor students' progress;
- Provide verbal and/or written feedback to students as necessary;
- Communicate regularly with students and Loyola;
- E-verify timesheets or designate other Agency staff in this responsibility;
- Submit written performance evaluations or designating/instructing other Agency staff in this responsibility;
- Notify Loyola about students in need of intervention, correction, or termination.

The Agency agrees to:

- adhere to all local, state, and federal guidelines and mandates pertaining to safe operations and healthy environments for all service learners and service learning work.
- promote healthy hygiene behavior
- provide training and directions for safe contact with community members
- notify the service learning student(s) and OCELTS of any exposure to virus, communicable or infectious disease

As a partner in educating Loyola students, we look to you to introduce, expose, and engage students in real-world experiences. We recognize our community partners as co-educators who share in the teaching experience. Additionally, you are experts with the population you serve and help develop civic-minded adults through the service learning experience. As a service learning placement agency, your role is to provide students with a student-friendly and flexible environment with regular supervision, training, orientation, and evaluation that are conducive to a positive service experience.

As a **co-educator** of Loyola service learning students, we ask that you:

- Recognize this as an opportunity for the student to learn from your experiences
- Expose students to “real life” issues and allow them to assist in finding solutions
- Review the Memorandum of Understanding (MOU) sent to you by OCELTS, give special attention to the “Supervisory Expectations and Responsibilities” outlined in part 3 of the MOU, and then return the MOU signed by the agency signatory.
- Send a formal offer to student and OCELTS with expectations and anticipated tasks for position.

As an agency supervisor of Loyola service learning students, you have the right to:

- Require students to fulfill ALL the requirements and expectations of non-student interns/volunteers, **including minimum commitments that exceed those required by the students’ classes;**
- Terminate student if they violates the standards set by your organization;
- Refuse to document/approve student hours that are incomplete or conducted in an inappropriate or unprofessional manner;
- Contact students’ course instructors and/or the Office of Community Engaged Learning, Teaching and Scholarship (OCELTS) staff at any time to clarify students’ roles, expectations, and learning outcomes in connection with this experience.

**Office of Community Engaged Learning, Teaching, and Scholarship**

Typhanie Jasper Butler, Director  
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New Orleans, LA 70118  
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<https://engage.loyno.edu>

**Agency Supervisor:** Please retain this information for your reference.

## **GENERAL PROVISIONS**

### Indemnification

Agency shall be responsible for damages caused by the negligence of its directors, officers, agents, employees and duly authorized volunteers occurring in the performance of this agreement. Loyola shall be responsible for damages caused by the negligence of its directors, officers or employees occurring in the performance of this agreement. It is the intention of Agency and Loyola that the provision of this paragraph be interpreted to impose on each party responsibility for the negligence of their respective directors, officers, employees and duly authorized volunteers.

### Insurance

Agency shall procure and maintain General Liability Insurance, comprehensive or commercial form with \$1,000,000 minimum limit for each Occurrence and minimum limit of \$ 2,000,000 General Aggregate. Loyola University New Orleans is to be named as Additional Insured under the General Liability policy.

### Status of Students

Service Learning students, as volunteers, shall at no time throughout this agreement be considered officers, employees, agents of Loyola.

### Governing Law

All contracts and purchase orders shall be construed in accordance with, and their performance governed by, the laws of the State of Louisiana. Venue for any legal proceedings arising from, or in relation to, this agreement shall lie in Orleans Parish, Louisiana.

### Assignments

Without written consent of the Loyola University New Orleans, this agreement is not assignable by Agency either in whole or in part.

### Agreement Alterations & Integration

No alteration or variation of the terms of the agreement shall be valid unless made in writing and signed by the parties hereto, and no oral understanding or agreement not incorporated herein shall be binding on any of the parties hereto.

### Endorsement

Nothing contained in this Agreement shall be construed as conferring on any party hereto any right to use the other party's name as an endorsement of product/service or to advertise, promote or otherwise market any product or service without the prior written consent of the other parties. Furthermore nothing in this Agreement shall be construed as endorsement of any commercial product or service by Loyola, its officers or employees.

Non-Discrimination

**Agency** shall not discriminate against any student on the basis of race, color, national origin, sex, disability, religion, genetic information, age, or any other characteristic prohibited by federal, state and local laws, including Title VI and Title VII of the Civil Rights Act of 1964; Title IX of the Educational Amendments of 1972; the Age Discrimination in Employment Act of 1975; the Americans With Disabilities Act of 1990; the Family and Medical Leave Act; the Equal Pay Act, and Louisiana statutes.

Survival

Upon termination of this contract for any reason, the terms, provisions, representations and warranties contained in this agreement shall survive expiration or earlier termination of this agreement.

Severability

If any provision of this agreement is held invalid by any law, rule, order of regulation of any government or by the final determination of any state or federal court, such invalidity shall not affect the enforceability of any other provision not held to be invalid.

Alternative Dispute Resolution

The parties agree that in the event of any dispute arising under, or relating to, this Agreement, parties shall make a good faith attempt to resolve such dispute by mediation, on such terms as the parties find acceptable. The mediation shall take place in Orleans Parish, in the state of Louisiana. Each party shall bear the cost of its own legal fees and expenses.

Force Majeure

In the event the premises are rendered unsuitable for the conduct of activities or events by reason of Force Majeure, Loyola University New Orleans may terminate this agreement by written notice following such casualty and Loyola University New Orleans shall not be responsible for any damages sustained by user but user shall be entitled to a pro rate return of any sum paid or any other acceptable arrangement mutually agreed to by the parties. Force Majeure shall mean fire, earthquake, flood, act of God, strikes or other labor disturbances, riots or civil commotion, litigation, terrorism, war or other acts of any foreign nation, power of government or government agency or authority, or any other cause like or unlike any cause above-mentioned which is beyond the control or authority of Loyola University New Orleans.

FERPA

If Agency has access to students' educational records, Agency shall limit its employees' access to the records to those persons for whom access is essential to the performance of this agreement. At all times during this agreement, Agency shall comply with the terms of the Family Educational Rights and Privacy Act of 1974 in all respects.

Length of Agreement

Loyola and Agency have reached this agreement for the semester term indicated.

Termination

The Service Learning agreement may be terminated in whole or in part in writing by Loyola for its convenience, provided that Agency is given not less than thirty (30) days written notice (delivered by certified mail, return receipt requested) of intent to terminate. This MOU may also be terminated in whole or in part in writing by Agency, provided that Loyola is given not less than thirty (30) days written notice (delivered by certified mail, return receipt requested) of intent to terminate.

Entire Agreement

This agreement constitutes the entire agreement and understanding of the parties and supersedes all prior agreements, arrangements, and understandings with respect thereto. No representation, promise, inducement, or statement of intention has been made by any party hereto that is not embodied herein, and no party shall be bound by or liable for any alleged representation, promise, inducement, or statement not set forth herein.

*I certify that I am duly authorized to enter this agreement on behalf of my institution.*