



Community Partner Application and Agreement

The purpose of this agreement is to establish a good faith working relationship between the Applied and Service-Learning Program at Santa Monica College and private, non-profit, or public service organizations seeking Applied and Service-Learning students. The intent of the Community Partner Application and Agreement is to establish a few basic and mutually understood standards of cooperation that will help ensure a positive, long-lasting, and productive experience possible.

Organization Contact Information

(PLEASE PRINT INFORMATION)

Organization Name: _____

Organization Address: _____
Street Number City Zip Code

Supervisor Full Name: _____ Supervisor Title: _____

Supervisor Email: _____ Supervisor Phone Number: _____

Organization Expectations

In order to insure the maximum educational and personal development benefits to students, the Applied and Service-Learning Program expects that community agencies receiving Santa Monica College students will assist us in the following way (please initial each section and sign contract)

____ (Initial) **Adequate Training:** Each community partner is responsible for providing some form of orientation and/or other additional training/materials that are needed for Applied and Service-Learning students to carry out the duties and responsibilities being requested of them. An orientation should cover the following topics:

- Purpose and mission of the organization
- Population and demographics served and the community needs
- Services and/or programs offered
- Tour of the organization, including any work areas and brief introductions with staff
- Student and organization expectations, including any policies/procedures that students need to be aware of while providing service
- Risk, safety, and emergency evacuation guidelines
- Sign-in/sign-out procedures
- Overview of student tasks and responsibilities

____ (Initial) **Supervision:** Organizations must designate one employee to serve as the supervisor for all Applied and Service-Learning students and the 'point person' for communication with the Career Services Center and/or the SMC instructor. The supervisor should be able to provide support and feedback to students on how they are doing and what they can do to improve their experience. The supervisor will also need to verify student hours and complete documents required of the Applied and Service-Learning Program. Furthermore, we ask supervisors to help students think critically about their involvement, specifically about what their experience means to them and overall civic impacts the Applied and Service-Learning student/community partner supervisor relationship is one of the most important aspects of the student experience and can help lead to a productive possible.

____ (Initial) **High quality Applied and Service-Learning projects:** Applied and Service-Learning students need to be working on projects and assignments that relate to their learning objectives and goals. Work assigned to students should go beyond administrative/clerical duties such as providing phone coverage, filing, and copying. If being assigned these types of tasks, these tasks should only be assigned in moderation for the purpose of familiarizing the student with the organization. Furthermore, students are not to conduct work that promotes any religious practice (i.e., religious education, worship, or evangelizing); assists, promotes, or deters union organizing; impairs existing contracts for services or collective bargaining agreements; and/or work with political organizations or elected officials on partisan efforts. Furthermore, at no time are Applied and Service-Learning students to be left alone with minors.

____ (Initial) **Communication:** In any type of partnership, an open line of communication is important. Therefore, the Career Services Center recommends that communication between all parties occur before, during and after each semester. As such, community partners should expect and receive periodic site visits, phone calls, and/or emails from the SMC Applied and Service-Learning Coordinator and/or instructor. This is to ensure a positive, long-lasting and productive experience possible. Community partners must also agree to inform the SMC instructor and/or the Applied and Service-Learning Coordinator immediately if any problems and/or concerns arise from the work of an assigned Applied and Service-Learning student and/or project. This is to determine any possible alternatives for a student prior to major issues arising and to ensure that all parties are satisfied.

____ (Initial) **Sign-in/Sign-Out Procedures:** Organizations must have a system of scheduling and documenting Applied and Service-Learning hours. This system must include days and hours worked for each student and be accessible to the Applied and Service-Learning staff for program documentation purposes.

____ (Initial) **Risk and Liability:** Community partners should not provide opportunities that pose a significant risk to Applied and Service-Learning students. As such, community partner should arrange for an appropriate workspace in which students are able to conduct their assigned work. Supervisors should also review any policies and procedures including any risk, safety, and emergency evacuation guidelines that Applied and Service-Learning students need to be aware of while providing service at their organization.

What You Can Expect From the APPLIED AND SERVICE-LEARNING Program at Santa Monica College

Recruit Applied and Service-Learning students using classroom presentations, recruitment tables on campus, and general PR posted throughout the campus and at college events. The main benefits promoted to students are an opportunity to help the community while at the same time gaining valuable work and learning experience.

Place students in community organizations based on individual student interest and/or requirements specified by their instructor. The Applied and Service-Learning Program will provide students with preliminary background information provided to us through the completion of the Community Partner Request Form and any additional materials submitted along with it.

Require that Applied and Service-Learning students initiate contact and set up an appointment to interview with the organization's site supervisor after establishing an interest in that organization. After an interview is conducted and mutual interest is confirmed, a work schedule can be agreed upon and the Applied and Service-Learning student can begin their involvement.

Assign an Applied and Service-Learning Coordinator who will be the organization's main contact with the Applied and Service-Learning Program concerning all matters having to do with Applied and Service-Learning students. The Applied and Service-Learning Coordinator will be the main person making periodic site visits, conducting follow-up calls, and making sure any Applied and Service-Learning evaluations that are required are being processed in a timely manner. The coordinator will also be available to assist organizations with any problems that may arise concerning the students assigned.

Organization Agreement

By signing this form, you are agreeing to the expectations listed above.

Supervisor First Name

Supervisor Last Name

Supervisor Signature

Date

For Office Use Only

Application/Agreement Received: (MM/DD/YY) _____

Application/Agreement Recorded: (MM/DD/YY) _____