Community Service Partner Site and Community Service Program

Partnership Agreement

Community Partner Sites will:

- Designate a contact person to assist the Community Service staff with placing students and to provide feedback about their performance.
- Provide an orientation and/or training for students.
- Determine the criteria that students must meet to serve at your site and have a process for determining if students meet these criteria.
- Provide a safe and healthy service experience.
- Be knowledgeable of and adhere to Wittenberg’s policy on discrimination, harassment and the Clery Act (the overview of these policies can be found by going to - www.wittenberg.edu/communityservice, click on resources and then forms).
- Engage students in meaningful work that is beneficial to both the student and the site.
- Provide each student with a designated supervisor who clearly communicates tasks, answers questions, offers procedures to follow on how to report uncomfortable situations, etc.
- Report any incident related to the safety or quality of the service experience to the Director of Community Service.
- At the end of each semester, confirm students’ hours for the site and fill out an evaluation.
- Support students by being realistic about their expectations (i.e. semester time frame, students employment schedules, etc.), being receptive to their ideas, opinions, concerns, and questions.
- Recognize their role as co-educators in the service and learning process by engaging students in conversations that promote outcomes of community service.
- Inform any personnel working with Wittenberg students of the conditions of this partnership agreement that impact the quality and safety of the service experience.
- Provide the Community Service staff with updated service needs, site profiles, and contact information changes.
- Notify the Community Service staff when service needs are met or unfulfilled.
- Maintain communication with that Community Service and, attend a site meeting each summer and at least one Community Partner Development Series event.
- Provide evaluative feedback to the Community Service program.

Community Service program will provide:

- Opportunities for organizations to be paired with students completing their service hours as well as other students interested in serving the community.
- Access to students through advocacy of the community sites by the Community Service.
- Support and assistance with problem-solving for situations that occur as a result of students working with your site.
- A procedure for students who have a concern with their community service experience.
- Assistance with planning or facilitating training sessions or special workshops relating to community-university collaborations and service-learning.
- Assistance in navigating university resources.
- Events/resources that build a stronger relationship and network with the university, faculty, staff, and other community sites.
- Frequent communication from the Community Service staff.

I agree to this partnership agreement and to uphold the Rights and Responsibilities of Partner Sites.

Partner Site Contact and Title __________________________ Date ____________