How to Complete a Service-Learning Agreement

1. Click the link to the Service-Learning Agreement. It should be located at the top of your class home page.

   Complete your service-learning agreement here.

2. Enter the name of your site-supervisor and the organization name and address.

   Site Supervisor First and Last Name *
   Organization Name *
   Organization Address *

   It is crucial that you enter your site-supervisor’s name so we can match them to your agreement.

3. Enter the start date, end date, and days/time of service.

   Start date *
   End date *

4. Enter the days/time of service and estimated/required number of hours you will serve.

   Days/Time of Service *
   Estimated/Required Number

5. Fill out your learning outcomes and service experiences.

   Learning Outcomes *
   Interpersonal Skills Goal Statements
   Service Experiences *
   Identify and describe the nature of the service

6. Read and sign the student digital signature box. Click Submit.

   Student Digital Signature: *

   Your site-supervisor will be sent your agreement to review and will sign it as well.