Portland Community College

COMMUNITY-BASED LEARNING AGREEMENT

This Community-Based Learning Agreement is designed to clarify expectations, communicate learning objectives, promote safety, and foster communication. Site supervisors should keep a copy in order to contact students and instructors, as needed.

FACULTY

Due Date to Return Agreement to Instructor: _____

PCC Instructor:_____ Course:_____

Phone:_____ Email:_____

Course Learning Objectives for the student at Community-Based Learning Site:

1. _____
2. _____
3. _____

Service Hours Required:_____

STUDENT

Student Name:_____

Phone:_____ Email:_____

Personal Learning Objectives for this Experience:

1. _____
2. _____
3. _____

COMMUNITY PARTNER

Organization:_____ Phone:_____

Supervisor:_____ Email:_____

Address:_____

Community Site Learning Objectives/Expectations of Student:

1. _____
2. _____
3. _____

The Community-Based Learning Program at PCC is committed to building communities and enhancing students' learning by integrating community involvement with academic courses. For more information, please see our web page at www.pcc.edu/cbl

The Student Will:

1. Be responsible for the agreed service hours. Call ahead if they will be late or unable to attend a scheduled service shift.
2. Follow all policies of the site, including health and safety precautions and confidentiality.
   - Do not go beyond the scope of assigned responsibilities. Use your judgment, and refuse risky or inappropriate requests and situations.
   - Do not work in a room alone with a child or other client, or transport a child or other client, unless screened and cleared by the site to do so.
   - Follow all confidentiality and reporting policies at the site.
   - We recommend that students carry health, accident, and auto insurance, as they are not covered under any college insurance policy.
3. Inform the site supervisor of the learning objectives for the community-based learning course, in order to be placed in a service experience that connects with the course.
4. Notify the supervisor and/or the instructor of any concerns or changes.
5. Give the instructor permission to verify the hours I contribute to the community partner stated above.

The Community Site Will:

1. Provide position descriptions, outlining expectations.
2. Provide orientation to the agency and to the issues and populations it serves, and provide appropriate training for the position.
3. Provide necessary space, equipment, and materials for the student to function effectively in the position.
4. Have clear risk-management and personnel policies and procedures in place, and include these in student training. We recommend that the community site have volunteer accident and liability coverage. If students are involved in transporting children or clients, they should be covered by the community site insurance policy.
5. Provide a supervisor to guide and evaluate the student. Clarify procedures for the student to report problems, to get assistance, and to make suggestions.
6. Relate the student's service assignment to the course learning objectives, keep a record of student hours, and complete an evaluation form if provided by PCC.
7. Notify the student and/or the instructor of any concerns or changes.

The PCC Instructor Will:

1. Provide written learning objectives for the students to take to the site, and approve the community-based learning opportunity.
2. Orient students to the purposes of community-based learning, the connection of community involvement with the course, and the importance of commitment and respect at the service site.
3. Stress the importance of students' finding placements at the beginning of the quarter.
4. Ensure a solid community-based learning experience by providing opportunities for students to reflect on their service and integrate it with the course.
5. Notify the students and/or the site supervisor of any concerns or changes.

I HAVE READ THE COMMUNITY-BASED LEARNING AGREEMENT. I UNDERSTAND THE STUDENT'S LEARNING OBJECTIVES AND EXPECTATIONS LISTED ABOVE.
(SITE SUPERVISOR PLEASE KEEP A COPY.)

STUDENT

Name (Print): _____ Signature: _____ Date:_____

ON-SITE SUPERVISOR

Name (Print): _____ Signature: _____ Date:_____

PCC INSTRUCTOR

Name (Print): _____ Signature: _____ Date:_____