

## Placement Confirmation Form

Student Name

Community Partner Placement Site

Supervisor or Coordinator

Duties

Days and Hours

Starting Date

Ending Date

Student is Working as a Community Service Learner

☐ YES

☐ NO

### Mutual Expectations Agreement

I. Community Partner/Placement Site—We commit to the following:

- To provide an adequate position description, orientation/training, and assistance to the student service-learner
- To provide supervision, feedback, and evaluation on student performance
- To respect the individual and learning needs of the student
- To provide meaningful tasks related to skills, interests, and learning objectives
- To provide appreciation and recognition of the student's contributions
- To provide a safe and appropriate learning environment

II. Community Service-Learner—I commit to the following:

- To perform my respective duties to the best of my ability
- To adhere to organizational rules, procedures, and policies, including the confidentiality of organization and client information
- To be open to supervision with mutual feedback that will facilitate service-learning growth
- To meet time and duty commitments

III. Agreed to:

Community Partner/Placement Site Signature

Date

Community Service Learning Student Signature

Date