

Service Learning (SL)

STUDENT AGREEMENT

It is the responsibility of the student to ensure that this form is completed and submitted.

Instructions:

1. Students - complete page 1 and sign page 2.
2. Upload to your course Brightspace SL dropbox or email to Service.Learning@smu.ca
3. **Due: Before beginning your SL placement/project**

STUDENT INFORMATION:

Student ID#: A _____

Student Name (Please Print): _____

Email: _____

Local Phone #: _____ Program/Major: _____

Undergraduate Graduate Other _____

COURSE INFORMATION (Please Print Clearly):

Course Name: _____

Course Number: _____ Section: _____

Faculty Member Name: _____

TERM:

FALL (Sept-Dec) WINTER (Jan-Apr) SPRING (May-June) Other: _____

COMMUNITY PARTNER INFORMATION (Please Print Clearly):

Name of Community Partner (Organization/Program): _____



Service Learning Office
Service.Learning@smu.ca
(902) 491-6572

SL STUDENT COMMITMENT (to be completed by **THE STUDENT**):

As a student involved in Service Learning (SL) at Saint Mary's, I understand the importance of fulfilling my commitment to the above-noted Community Partner. By signing this agreement, I commit to the following conditions of my SL experience:

- I understand that participating in a SL placement/project is a commitment to the Community Partner and my faculty member, and that my performance will impact the reputation of Saint Mary's University, its students, faculty, and staff.
- I agree to complete and submit all SL program forms on time, as instructed.
- Once I receive the contact information for my Community Partner, I will contact the site-supervisor within 2 working days.
- I agree to abide by Saint Mary's Student Code of Conduct, as the SL experience is part of my academic student record.
<http://www.smu.ca/about/code-of-student-conduct.html>
- I have reviewed and understand the **SL Orientation modules** (on Brightspace) and the **SL Student Handbook**, which includes (1) the Saint Mary's policies and safety measures (listed below) and (2) the SL expectations for students.

Violence in the Workplace policy https://www.smu.ca/webfiles/6-2001ViolenceWorkplace.pdf	Sexual Assault policy http://www.smu.ca/webfiles/6-2003SexualAssault.pdf
Harassment and Discrimination policy: http://www.smu.ca/webfiles/6-2013Harrassment.pdf	Reporting incidents and injuries – Policy and Form http://www.smu.ca/about/ohs-reporting-incidents-and-injuries.html

- I agree to attend and participate in all preparatory sessions required by my faculty member, the Service Learning Office, and/or with the Community Partner organization/program.
- I agree to maintain a courteous and professional approach during my SL experience at all times, which includes communications, performance of duties, punctuality, attendance, dress code, etc.
- I agree to maintain the confidentiality of personal and/or organizational information obtained during my SL experience, including, but not limited to: writing, audio recordings, pictures, documents, and discussions.
- I shall not provide, share, distribute, or discuss any personal or organizational information obtained during my SL experience on social media, the internet, television, radio, or any other medium.
- I agree to comply with the applicable policies, procedures, rules and instructions of the Community Partner.
- I agree to perform my duties and complete my SL placement/project to the best of my ability, as agreed upon with my Community Partner, and complete all necessary course assignments related to my SL experience.
- I agree to contact my Community Partner supervisor, the [Service Learning Office](#) and my professor promptly (as soon as possible) of any concerns or issues with respect to the SL experience (e.g. orientation, attendance, duties, etc.).
- I understand that (if applicable) transportation to and from the Community Partner will be the responsibility of the student and does not count towards service hours required.
- I understand that failure to complete the above mentioned terms will result in a negative impact on my grade and/or being asked to discontinue my placement/project with the Community Partner.

Student Signature:

Date:

Submit this form to your course Brightspace SL dropbox
Before starting your SL placement/project.



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