



Service-Learning Letter for Community Partners

Dear _____ (organization name),

_____ (student name) is a student at the College of Southern Maryland and is participating in a class that includes **service-learning**. Service-Learning, as you may be aware, is a teaching method in which students better grasp the course curriculum by actively engaging in community work and then integrating their experiences into the course material through reflection activities. Please review the student's service-learning requirements and objectives as well as CSM's information below.

The student has been assigned _____ hours of service by _____ (professor) for _____ (class).

Student's Learning Objectives: (What do you hope to learn from this service experience? Include relevant course learning outcomes, as well as specific learning objectives related to the work at your site.)

- 1.
- 2.

Agency Supervisor: Please review the following service-learning information and guidelines:

We ask that you provide the student a brief orientation that includes an overview of your organization, your mission, the population you serve, and why volunteers are important to your organization. This will help your agency and the student find a way to best meet the learning objectives for the student (above) and your agency goals.

The College's contact person is *Emily Mudd-Hendricks, Coordinator of Service and Volunteerism* (301-934-2251 x7016 or emudd-hendricks@csm.edu) The college's contact person is responsible for overseeing the student's project as it relates to the College and for resolving any problems that may arise. In addition, a faculty member will serve as mentor to the student's service learning experience, and will plan and supervise coursework and assignments that relate to the student's service learning experience. Your organization will assign a qualified person to supervise the student while performing the project.

Your agency shall provide adequate orientation and supervision so that the student can successfully perform the assigned tasks and complete their service-learning project. They should be expected to be punctual, professional, and to perform the specific duties and responsibilities assigned in a manner that contributes positively to the goals of your organization.

The College requests that you (or the supervisor you appoint for the student) complete an evaluation form for each service-learner at the end of their service. The student will supply the form upon completion of his/her service.

There should be no exchange of funds between the College and your organization with regard to the placement of a service-learner. Your organization will furnish all equipment and supplies required for the project. Any purchases for uniforms or personal items will be funded by the student.

As volunteers, students performing a community service project with your organization will be covered by general liability insurance carried by your agency.

The College of Southern Maryland wants to express its appreciation to your organization for agreeing to provide an experiential learning site for its students. We hope that this will be a mutually worthwhile learning experience for the student, your agency, and the College.

I have read this form and agree to the provisions listed above.

_____ **Date** _____

Title _____ **Contact number or email** _____