

Expanded Memorandum of Collaboration For Service-Learning Partnerships

UT Faculty Information

If possible, please attach your course syllabus to this form.

Name

Date

Department

Phone

Email

Office Location

Course Name

Course Number

Semester of Service

Please provide a brief description of your course.

Why have you chosen to integrate a service-learning project into this course?

What are your course objectives associated with the service experience?

1.

2.

3.

4.

What knowledge or skills will students be able to apply to the service experience?

Why is this partner organization fitting for this experience?

Every service-learning experience entails some risks. Please use this opportunity to discuss how you and the community partner might work together to minimize the level of risk involved in this experience. What risks have you identified to the community partner or their clients associated with working with students in this capacity, and what steps will be taken to minimize or manage these risks? *See the Risk Management section of the Service-Learning website for further information.*

How will the students log their hours?

How will you and the community partner close out the service?

Community Partner Information

If possible, please attach a brochure or flyer for your community organization.

Name

Date

Organization

Name of Site Supervisor (if different from above)

Phone

Email

Site Location

Hours of Operation

Please provide a brief description of the community organization to host the students.

Why have you chosen to have students serve at your community site?

What need/s have you identified that students could help fill through this service experience?

How many students can you accommodate?

Why are students from this course a good fit for this experience?

What types of activities will the students be engaging in at the service site?

1.

2.

3.

4.

In what ways could the service experience help the students achieve the learning objectives identified by the instructor?

What are the orientation/training protocols for your organization?

What other measures must the students take before beginning the service, if any?

What types of skills or competencies should students have mastered before beginning the service?

How are the students to dress when serving at the site?

What other expectations do you have of students working at your community organization, if any?

Every service-learning experience entails some risks. Please use this opportunity to discuss how you and your faculty partner might work together to minimize the level of risk involved in this experience. What risks have you identified to the students associated with working with students in this capacity, and what steps will be taken to minimize or manage these risks? *See the Risk Management section of the Service-Learning website for further information.*

How will you and the course instructor close out the service?