Responsibilities of Parties in Successful Service-Learning Partnerships

Community-Based Organization Responsibilities
• Identify needs of agency that S-L class could fulfill
• Identify maximum number of students infrastructure can support
• Orient students to social issue, agency mission, and specific service work, either at service site or in classroom
• Supervise students when at service site
• Notify faculty member as soon as possible if problems arise
• Evaluate success of project at semester’s end

Faculty Responsibilities
• Articulate learning objectives for course
• Develop syllabus to include service component
• Create assignments that draw upon service experience
• Structure reflection opportunities into the course
• Identify existing or desired community partners or content areas
• Evaluate student academic performance
• Clarify communication route for students if problems arise

Service-Learning Program Responsibilities
• Provide information on service-learning in the faculty member’s discipline if possible
• Identify ongoing community needs that might be met by S-L class
• Introduce faculty member to potential community partners
• Provide risk-management information and informed consent templates
• Host orientation session in class or community
• Provide reflection activities and student leaders for reflection sessions
• Visit site where students are serving once during semester
• Provide evaluation instruments for community and instructor