SERVICE-LEARNING SPECIAL PLACEMENT REQUEST FORM

Students interested in a special placement must complete this agreement no later than the third week of classes for consideration. Special placement requests must be fully completed and signed by both professor, student, and site. No partially completed requests will be accepted.

Student Information:

<table>
<thead>
<tr>
<th>Student name:</th>
<th>Cell phone:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course (name and number):</td>
<td>Section:</td>
</tr>
</tbody>
</table>

Agency Information:

<table>
<thead>
<tr>
<th>Site (agency or organization):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Are you a non-profit with 501c3 status?</td>
</tr>
<tr>
<td>Agency Mission:</td>
</tr>
<tr>
<td>Site address:</td>
</tr>
<tr>
<td>Supervisor:</td>
</tr>
</tbody>
</table>

Dates and times student will be at site or working on project:

<table>
<thead>
<tr>
<th>OR Weekly schedule at agency:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other agency requirements (criminal background check, TB test, orientation, application, etc.):</td>
</tr>
</tbody>
</table>

Service Description and/or Activities:

*Please explain what it is you will be doing at your site this semester.*
As a UWM Service-Learner, I agree to:

- Attend an orientation at my service-learning site.
- Complete all of the scheduled service-learning for the semester.
- Keep track of my hours served at my service-learning site throughout the semester.
- Call the designated contact at my service-learning site if I am unable to make my regularly scheduled time.
- Act in a professional manner and wear appropriate attire when at my service-learning site.
- Complete and return all paperwork within designated time frames.
- Notify CCBLLR (islinfo@uwm.edu) if I am having problems relating to my service-learning site or experience.

Student/Service-Learner signature: ____________________________ Date: ________________

Phone number: ___________ Email address: _________ Best way to contact? Phone / Email

As a Community Partner with CCBLLR, I agree to:

- Provide an orientation to the site in collaboration with the instructor and CCBLLR office.
- Place students in service assignments which will complement their classwork.
- Provide adequate training and supervision while the student is at the service-learning site.
- Be available to the service-learners to discuss any problems or issues that may arise.
- Inform service-learners about any relevant or special events at the site.
- Provide timely feedback on the service-learner’s performance.
- Notify CCBLLR office (islinfo@uwm.edu) if I have problems with a service-learner or any assignment.

Community Partner signature: ____________________________ Date: ________________

Phone number: ___________ Email address: _________ Best way to contact? Phone / Email

As an Instructor using service-learning in my course, I agree to:

- Provide an orientation to service-learning in collaboration with the community partner and CCBLLR for Community-Based Learning, Leadership, and Research office.
- Help students relate their service-learning assignment to their course curriculum and learning objectives.
- Notify CCBLLR office (islinfo@uwm.edu) about any problems relating to service-learning during the semester.

Course Instructor signature: ____________________________ Date: ________________

Phone number: ___________ Email address: _________ Best way to contact? Phone / Email
Dear Community Partner:

You are receiving this letter because you have agreed to host a UW-Milwaukee service-learner this semester. Service-learning helps students deepen their understanding of course content through experiences in the community and reflection in the classroom.

We will be calling you soon to verify this partnership. During this verification, we will ask that you submit some information about your agency into our online database of community partners.

If you have any further questions on the service-learning timeline or overall process, please don’t hesitate to contact our office.

Thank you for supporting UWM service-learners, and we look forward to working with you this semester!

In Service,

Laurie Marks  
Center for Community-Based Learning, Leadership, and Research  
University of Wisconsin - Milwaukee  
PO Box 413  
Milwaukee, WI 53201-0413  
www.community.uwm.edu  
414.229.3161  
islinfo@uwm.edu