

CLIP Community Learning Agreement

Community Leader Intern Contact and Site Information

 Student Name (print)

 Service Site

 Role

The service site is a (choose one): Nonprofit America Reads For-Profit

 Service Site Supervisor (print)

 Phone Number

 Email

Total Work-Study Award: _____

Hourly Wage: _____

Weekly Site Schedule

Please enter in your scheduled hours for each day of the week (ex: 11:00am-3:00pm. If hours are irregular, please note below.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Notes:

Learning Goals

- *Intercultural Knowledge and Competence*
- *Critical and Creative Thinking*
- *Effective Communication Skills*
- *Individual, Social, and/or Environmental Responsibility*

How does the community-based work experience address two or more of the learning goals? What specific roles or tasks will facilitate learning at your CLIP site?



Agreement

As a Community Leader Intern in the CLIP, I agree to the following statements (please initial):

1. I will have my CLIP supervisor submit the hours I work on the CLIP to UWM every two weeks before the due date listed on the timecard schedule. I understand that a late timecard will result in being paid late.
Initials: _____
2. I agree to act professionally at my work-study site. I will be reliable and on time. I will call my site supervisor if I am going to be late or if I am sick. I will wear appropriate attire and maintain a positive attitude.
Initials: _____
3. I agree to direct any questions or issues about CLIP to the CLIP Coordinator, Jasmine Salton at jsalton@uwm.edu
Initials: _____
4. I agree to check and reply to my UWM email address on a regular basis, as this is how the CLIP Coordinator at UWM will communicate important messages.
Initials: _____
5. I agree to attend training and reflection sessions that the CLIP coordinator will organize each semester. I understand that the only excused absence is if I have a class conflict. I understand an unexcused absence may result in my termination from the program.
Initials: _____
6. I acknowledge that I have read the Student Employment Administrative Manual.
(https://uwm.edu/careerplan/wp-content/uploads/sites/73/2018/07/Student_Employment_Manual.pdf).
Initials: _____
7. I understand that other campus hourly employment will affect my work-study award and affect how many hours I can be paid at my community-based work-study site.
Initials: _____
8. I understand that I must communicate any UWM on-campus job(s) I acquire to my CLIP Coordinator immediately upon hire or during my employment with the CLIP
Initials: _____
9. I understand that once I earn my whole work-study allocation, I cannot continue to get paid.
Initials: _____

Community Leaders are considered student employees and are subject to student employment policies and procedures. As such, I understand that failure to adhere to these and all expectations from my supervisors may result in disciplinary action, up to and including termination when appropriate.

Initials: _____

Signatures

_____	_____
Student	Date
_____	_____
Service Site Supervisor Signature	Date
_____	_____
CLIP Coordinator(s) at UW-Milwaukee	Date

