

## SERVICE-LEARNING EXISTING PLACEMENT REQUEST FORM

Students who are currently volunteering or doing other community engaged work must complete this agreement and turn it into the Community Engagement and Experiential Learning Office no later than Friday, March 1 for consideration. Existing placement requests must be fully completed and signed by the student, community partner, and professor. No partially completed requests will be accepted.

### Student Information:

Student name:		Cell phone:
Course (name and number):	Section:	Instructor:

### Agency Information:

Site (agency or organization):						
Are you a non-profit with 501c3 status?						
Agency Mission:						
Site address:						
Supervisor:		Phone:		Email:		
Dates and times student will be at site or working on project:						
<b>OR</b> Weekly schedule at agency:						
Mon.	Tue.	Wed.	Thu.	Fri.	Sat.	Sun.
Other agency requirements (criminal background check, TB test, orientation, application, etc.):						

### Service Description and/or Activities:

*Please explain what it is you will be doing at your site this semester.*

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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 Community Engagement and Experiential Learning Office (leader1@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 SET, I agree to:

- Provide an orientation to the site in collaboration with the instructor and Community Engagement and Experiential Learning 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 Community Engagement and Experiential Learning Office (leader1@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 Community Engagement and Experiential Learning Office.
- Help students relate their service-learning assignment to their course curriculum and learning objectives.
- Notify Community Engagement and Experiential Learning Office (leader1@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



**THIS PAGE IS TO BE GIVEN TO THE COMMUNITY PARTNER**

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,

Ben Trager  
Center for Student Experience and Talent  
Community Engagement and Experiential Learning Office  
University of Wisconsin - Milwaukee  
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Milwaukee, WI 53201-0413  
[uwm.edu/SET](http://uwm.edu/SET)  
414.229.3161  
[isinfo@uwm.edu](mailto:isinfo@uwm.edu)

