



## Service-Learning Existing Placement Request Form

This form is intended for students who are already volunteering at a community organization and want to use their volunteer work as their service-learning site. In order for existing volunteer work to be used for service-learning, it must meet the learning goals for the course and be approved by the site and the course instructor.

**Existing placement requests must be fully completed, signed by the student, community partner, and professor, and submitted to the SET Union office (E153) as soon as possible and no later than 3pm on the Friday of the 4<sup>th</sup> week of the semester.**

### Student Information:

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

### Community Partner Information:

Name of Organization:						
Non-profit with 501c3 status (circle one):      Yes      No						
Mission:						
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.
Description of Service Work:						

As a UWM **Service-Learner**, I agree to:

- Complete an orientation at my service-learning site.
- Complete all 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 Center for Student Experience and Talent ([islinfo@uwm.edu](mailto:islinfo@uwm.edu)) if I have problems relating to my service-learning site or experience.

Service-Learner signature: \_\_\_\_\_ Date: \_\_\_\_\_

Phone number: \_\_\_\_\_ Email: \_\_\_\_\_ Best way to contact? Phone / Email

As a **Community Partner** with SET, I agree to:

- Provide an orientation to the site.
- Place students in service assignments that will complement their classwork.
- Sign off on service-learner's service-learning timesheet each time they complete hours and again at the end of the semester.
- Provide adequate training and supervision while the student is at the site and provide timely feedback on the service-learner's performance.
- Be available to the service-learner to discuss any problems or issues that may arise.
- Inform the service-learner about any relevant or special events at the site.
- Notify Center for Student Experience and Talent ([islinfo@uwm.edu](mailto:islinfo@uwm.edu)) if I have problems with a service-learner or any assignment.

Supervisor signature: \_\_\_\_\_ Date: \_\_\_\_\_

Phone number: \_\_\_\_\_ Email: \_\_\_\_\_ Best way to contact? Phone / Email

- As an **Instructor** approving this service-learning placement for my course, I agree to:
- Discuss with the student how their service-learning activities at this site will align with the course learning objectives.
- Require reflective activities that help the student relate their service-learning experiences to their course curriculum and learning objectives.
- Notify Center for Student Experience and Talent ([islinfo@uwm.edu](mailto:islinfo@uwm.edu)) about any problems relating to service-learning during the semester.

Instructor signature: \_\_\_\_\_ Date: \_\_\_\_\_

Phone number: \_\_\_\_\_ Email: \_\_\_\_\_ Best way to contact? Phone / Email



414-229-3161 | [islinfo@uwm.edu](mailto:islinfo@uwm.edu) | Student Union E153 | [uwm.edu/SET](http://uwm.edu/SET)

## 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.

As a reminder, as a service-learning partner, you have agreed to:

- Provide an orientation to the site. (Note: if the student is already oriented to the site, you might use this time to discuss their course learning objectives and how they can use their experiences to help them better understand their course content.)
- Place students in service assignments that will complement their classwork.
- Sign off on service-learner's service-learning timesheet each time they complete hours and again at the end of the semester.
- Provide adequate training and supervision while the student is at the site and provide timely feedback on the service-learner's performance.
- Discuss with the service-learner any problems or issues that may arise and inform the service-learner about any relevant or special events at the site.

If you have any further questions on the service-learning timeline or overall process, or you have concerns about the service-learner's performance or activities, 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,

Melissa Schoeffel

Community Engagement and Experiential Learning Program Manager  
mschoeff@uwm.edu

