



PLACEMENT CONFIRMATION

Cocoa 321-433-7610 • Titusville 321-433-5016 • Melbourne 321-433-5610 • Palm Bay 321-433-5253

Student Name: _____	
Student ID#: _____	Student Telephone: _____
College Class: _____	Faculty Instructor: _____
Community Partner Name: _____	
Community Partner Supervisor: _____	Telephone: _____
Duties: _____	
Days and Hours: _____	Starting Date: _____ Ending Date: _____
Student is serving as Community Service-Learner/Volunteer: _____Yes _____ No	

MUTUAL EXPECTATIONS AGREEMENT

I. COMMUNITY PARTNER/PLACEMENT SITE - We commit to the following:

- To provide an adequate position description, orientation/training, and the final decision in accepting a student as a service-learner or volunteer
- To provide supervision, feedback, and evaluation on student performance
- To respect the individual and learning needs of the student
- To provide meaningful tasks related to skills, interests, and learning objectives beneficial to the student
- To provide appreciation and recognition of the student's contributions
- To provide a safe and appropriate learning experience that corresponds with the student's academic calendar and does not impede the student from honoring his or her academic obligations
- To ensure that student duties complement, rather than displace, the duties of paid employee

II. COMMUNITY SERVICE-LEARNER - I commit to the following:

- To perform my respective duties to the best of my ability with the understanding that I will not be compensated for my efforts, nor will I receive guaranteed employment upon completion
- To adhere to the organizational rules, procedures, and policies including the confidentiality of organization and client information
- To be open to supervision with mutual feedback which will facilitate service-learning growth
- To meet time and duty commitments or if I cannot attend to provide adequate notice so that alternative arrangements can be made

III: AGREED TO:

Community Partner Placement Site Signature: _____ Date: _____

Community Partner Verification of Student Photo ID: _____ Date: _____

Community S-L Student Signature: _____ Date: _____