

## SERVICE LEARNING ENROLLMENT & AGREEMENT

Student Name	Semester	Year
Name of Course	Instructor	Class Location (campus)
Agency/ Organization		
Address	City	State    Zip
Contact Name	Title	
Phone	Email	

**As a student enrolled in Service Learning with the above agency/organization, I understand and commit to the following:**

1. I will comply with agency policies, standards, and regulations and serve in a professional manner with respect for others, especially with regard to confidentiality.
2. I will be on time or call the agency if I cannot attend due to illness or emergency.
3. I will contact the Service Learning Office at [Service.Learning@ChattahoocheeTech.edu](mailto:Service.Learning@ChattahoocheeTech.edu) if I have concerns, difficulties and/or feedback about this agency.
4. My instructor, Service Learning Director, and agency representatives may confer about my placement, hours, and service.
5. It is my responsibility to discuss the placement with my instructor(s) and to be certain it ties into the objectives of the course.
6. I agree that Chattahoochee Technical College and all persons authorized by CTC shall be entitled to photograph me and/or record my voice for the purpose of supporting CTC's instructional, informational, and promotional goals and that CTC retains full ownership of photographed, recorded, and edited materials connected with Service Learning.
7. I will complete Service Learning in good standing, complete instructor's requirements, and turn in all paperwork.

**The agency/organization representative agrees:**

1. To provide detailed instructions regarding the task(s) the Service Learner is to complete.
2. To discuss with the student, in advance, any need for change of placement or hours of service.
3. That while in service as a Service Learner, the student will not be asked to transport any person, be alone with any minors, or be in any private home without an agency representative.

The student is required to complete a minimum of \_\_\_\_ hours not including any required agency orientation and training. **An official time sheet must be kept!**

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Agency Rep/Contact Signature \_\_\_\_\_ Date \_\_\_\_\_

CTC Instructor Signature \_\_\_\_\_ Date \_\_\_\_\_

# CTC Service Learning Time Sheet

Student: \_\_\_\_\_

Instructor: \_\_\_\_\_ Course: \_\_\_\_\_

Hours required: \_\_\_\_\_ Semester: \_\_\_\_\_ Year: \_\_\_\_\_

Date of Service	Time In	Time Out	Total Time	Supervisor's Signature*	Agency/Organization	Comments
<b>Total Time</b>						

**SUPERVISOR'S CONTACT INFORMATION:** \_\_\_\_\_

**\*TO BE SIGNED AND COMPLETED BY SUPERVISOR(S) ONLY.** In an effort to ensure that every Chattahoochee Technical College student completes his/her service learning requirement, please record all dates and hours for your service learner(s).

