

Dear XXX,

Thank you for taking time to learn more about the Service-Learning program at Missouri State University. Service-Learning is a type of learning that links academic courses with related service work that benefits the community. Students are required to interact with their chosen Community Partner for a minimum of 40 hours during the semester. In a few of the University's Integrated Service-Learning classes, the required number of hours is 15. Service-Learning students provide a service as a part of their educational experience; therefore no student may accept compensation.

The Service-Learning experience is an integral part of many classes on campus. It stems from the Citizenship and Service-Learning (CASL) program, which is one vehicle through which Missouri State University enacts its statewide public affairs mission.

The following information is enclosed:

Community Partner Agreement Letter
CASL Agency Information Update Form
Course Lists
CASL Brochure

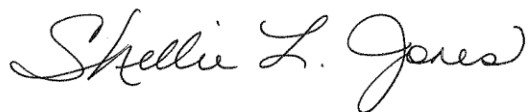
Please send the following information back to me:

Community Partner Agreement Letter
CASL Agency Information Update Form
Course lists with applicable courses marked
Current publications about your organization

Please send current newsletters and organizational information back to me along with the other required forms listed above. Students enjoy reading and learning about our various CASL partners prior to choosing their Service-Learning assignment. For more information about CASL, visit <http://www.missouristate.edu/casl/>.

Thank you for your interest in Service-Learning. We look forward to adding you as a Community Partner. I trust the upcoming semester will be beneficial to both XXX and Missouri State Service-Learning students.

Sincerely,



Shellie L. Jones
Program Coordinator
Citizenship and Service-Learning

Enclosures

**Citizenship and Service-Learning
Missouri State University
901 South National Avenue
Springfield, Missouri 65897
Plaster Student Union 209
Phone: (417) 836-5774
Fax: (417) 836-6429**

*OUT OF THE CLASSROOM
AND INTO THE COMMUNITY*



Community Partner Agreement Letter

This agreement, dated _____, is entered into between Missouri State University through the Citizenship and Service-Learning Program (CASL) and _____

(hereinafter known as "Community Partner" or "CP"), for the purpose of providing academic service learning.

Student(s) will be made available to CP by CASL for specific service-learning assignments. CASL does not represent that students assigned are qualified by training or temperament for a specific service-learning assignment. Students are engaged in a learning experience, and serve as uncompensated volunteers to CP. Students may be removed from work on a particular assignment at the request of the CP. The CP agrees that no student will be denied Service-Learning opportunities or subjected to different treatment under this agreement on the grounds of race, color, religion, sex, national origin, ancestry, age, disability, or veteran status.

With the help of the CP, CASL Staff will monitor the students' attendance to keep an accurate record of time. The CP may immediately terminate from service any student as necessary. The CP agrees to contact CASL before any student is terminated from service.

The CP will submit a brief, written evaluation of student(s) to the CASL program each semester as requested. CASL agrees to provide a standard form for students' service learning evaluation.

Students may not displace paid workers or duplicate work, which causes individuals to become unemployed. Service-Learning students will not work with political organizations or elected officials on partisan efforts, will not engage in any religious activities to promote a particular religious viewpoint, will not work to monetarily benefit for-profit organizations, and will not work for or against unions or be utilized to provide replacement services during a work stoppage.

This agreement is in force on _____, 20____, by _____.
(Print or type your name)

Termination of this agreement can be initiated by the Community Partner or by CASL by giving thirty (30) days notice of termination to the other party in writing.

The CP will be responsible for direct supervision of Service-Learning activities performed for the CP. The CP will also be responsible for the safety of students while on the CP's premises.

Shellie L. Jones

Community Partner Signature
Coordinator

Shellie L. Jones, CASL Program



CASL Agency Information Update Form

Type information into form, save document, and email back to ServiceLearning@missouristate.edu

OR – Print or type neatly and fax to CASL office at 417-836-6429.

Agency information			
Agency Name:		Date:	
Street Address:		ADA Compliant	Yes? No?
City, State, Zip:		Phone Number:	
Email:		Fax Number:	
Web Site:			
Primary Contact:		Title:	
Secondary Contact:		Title:	
Agency Requirements: (Background Check, HIPAA, TB Test, Other)		Will your agency fund this? What is the turnaround time for background checks?	
Normal operating hours: _____ a.m. to _____ p.m. Do you offer opportunities for students to work (check all that apply): Daytime only _____ Evenings after 5:00 p.m. _____ Saturday _____ Sunday _____			
Service-Learning positions require the student to complete service work applicable to the course curriculum in which they are enrolled. The student completes these hours in the three-month semester timeframe in order to receive academic credit.			

Agency Purpose

Position Description

Please fill out a position description and duties section for each different position:

Position Title:

Position Description:

Training Required (Yes) (No)

Dates Training is provided:

How will this student be able to use classroom learning in your real world environment?

Number of positions available:

Position Supervisor:

Position Description

Please fill out a position description and duties section for each different position:

Position Title:

Position Description:

Training Required (Yes) (No)

Dates Training is provided:

How will this student be able to use classroom learning in your real world environment?

Number of positions available:

Position Supervisor:

