AGENCY AGREEMENT
The agency representative agrees:
1. To provide orientation, training and on-going support and direction to the student.
2. To discuss with the student in advance any need for change of placement or hours of service.
3. That while service as a Service-Learning project, the student will not be asked to transport any person, be alone with any minors, be in any private home without an agency representative, or violate the agreements set forth by the agency and LTC.
4. That the student’s service will be related to the student’s coursework and will be a learning environment to benefit the community.

Agency Name

E-mail Address

Agency Representative Signature Date Agency Representative (Printed Name)

LTC FACULTY AGREEMENT
The faculty agrees to:
1. Provide students with structure and guidance to process and reflect upon the service-learning experiences.
2. Assist students in connecting their community based learning with course learning objectives.
3. Participate in the evaluation process and get all materials to the student.

LTC Instructor Signature Date Faculty (Printed Name)

COURSE INFORMATION
Year: 20__
☐ Fall
☐ Spring
☐ Summer

Name of Course: _____________________________

STUDENT INFORMATION

Student's Name LTC Student ID

(_ ) _____________________________

Home Phone Cell Phone

LTC Email Address (Required)

STUDENT AGREEMENT
As a student committed to a service-learning component in my education, I agree to serve ______ hours as a requirement of this service-learning experience. I will comply with agency policies and serve in a professional manner with respect for others, especially with regard to confidentiality. I will abide by the LTC Student Code of Conduct.

I agree that all persons authorized by LTC, shall be entitled to photograph and/or record my voice for the purposes of supporting LTC’s instructional, informational and promotional goals and that LTC retains full ownership of photographed, recorded, and edited materials connected with LTC Service-Learning.

Student Signature Date

What are 3 Student Goals or Outcomes that you and the organization are looking to accomplish?

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Lakeshore Technical College does not discriminate on the basis of race, color, national origin, sex, disability or age in employment, admissions or its programs or activities. The Director of Human Resources has been designated to handle inquiries regarding the College’s nondiscrimination policies.