



Submit form by deadline set by your instructor

Due date: \_\_\_\_\_

**LTC SERVICE-LEARNING STUDENT ENROLLMENT FORM  
RETURN COMPLETED FORMS TO Career Placement Center (L-271)**

**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 ownerships 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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