

**University of Washington**  
**School of Public Health and Community Medicine**  
**HSERV 595B Field Experience**  
**The Service-Learning Agreement**

The terms of the field experience and the obligation of all partners should be clearly understood and entered into by signature of agreement. The student, in consultation with the faculty supervisor and site supervisor, initially designs the Service-Learning Contract to incorporate these four facets.

1. Service objectives
2. Learning objectives
3. Learning resources and strategies
4. Evidence of accomplishment
5. Criteria and means of validating evidence

The Service-Learning Contract needs to provide fair measurement of the extent to which the interests of the three partners are served.

- The student is entitled to a meaningful practical learning experience that builds on prior experience and coursework
- The host agency is entitled to a responsible adult learner with a serious commitment to the agency's goals and to delivering a service or product of value to the agency
- The academic department is entitled to reasonable evidence that both sides of these commitments have been fulfilled before it gives the student a passing grade

Details of the signed contract include:

- Statements of the student's service goals - objectives that clearly express the activities to be performed, the services to be provided, the end products expected and the conditions under which they will be demonstrated and evaluated
- Statements of the student's learning goals - objectives that clearly express the knowledge or skills expected and the conditions under which they will be demonstrated and evaluated
- The number of credits earned
- Expectations include attendance, punctuality and productivity
- The student's responsibilities - projects, academic assignments, meetings, readings, presentations, post-internship evaluations
- The site supervisor's responsibilities - host orientation, resources, training, projects, networking and career development activities, statement of successful completion and recommendation, post-field experience evaluations
- The faculty supervisor's responsibilities - curriculum, advise student, provide means for structured reflection upon and reporting of progress and results, sustain contact with site supervisor

**HSERV 595B Field Experience  
Field Experience/Service Learning Agreement\*  
January 6 – July 23**

This form should be completed after your interview with your site supervisor.

**Name** \_\_\_\_\_ **Student #** \_\_\_\_\_  
**Phone/e mail** \_\_\_\_\_

**Name of Agency/Project** \_\_\_\_\_  
**Address** \_\_\_\_\_  
**Phone/e mail** \_\_\_\_\_

Your Primary Service Deliverables

- 1.
- 2.
- 3.
- 4.
- 5.

Your Primary Learning Objectives

- 1.
- 2.
- 3.
- 4.
- 5.

Your Primary Responsibilities and Duties

- 1.
- 2.
- 4.
- 4.
- 5.

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\* See core agreement on pages 3 & 4.

**READ CAREFULLY**

As a service learner, you are given the opportunity for a unique and valuable experience. To undertake in this assignment as a representative of the University of Washington School of Public Health, your instructor and yourself, you must agree to

- Fulfill your agreement as to your duties, hours and responsibilities to the best of your ability.
- Be professional-- punctual, polite, and respectful of agencies' policies, rules and regulations.
- Respect the confidentiality of clients of the agency.
- Give notification in advance if you must miss or be late for an agency appointment. If advance notification is impossible, call as soon as possible thereafter.

**I have read and agree to the agreement and the guidelines as outlined above.**

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Student Signature

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Date

**I have read the agreement and agree to supervise or provide supervision for the student above.**

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Agency Supervisor

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Date

**I have read the agreement and agree to provide consultation to the site supervisor and academic supervision to the student.**

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Faculty Advisor

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Date

## **Agency/University/Student Practicum Agreement**

Field Experience 595A, B & C are all based on an agreement between three parties each of who has specific responsibilities that are necessary to make Field Experience an effective service-learning experience. Those responsibilities are:

### **The University**

#### **The University will:**

- Select students capable of providing service to the field agency and its clients while engaged in field experience
- Provide students with classroom and assigned learning activities that will enable them to function in their field experience assignments
- Develop and conduct field experience orientation activities for students and agency supervisors
- Designate a faculty advisor for each student field experience team
- Provide regular advising to student teams in collaboration with agency supervisors
- Develop and conduct regular student/faculty and student/supervisor/advisor learning conferences
- Organize and conduct special seminars in response to specific educational needs identified by students, the agency and the university
- Evaluate the student's performance in collaboration with agency supervisors
- Evaluate the quality of the service-learning associated with field experience in collaboration with the agency supervisors and the students
- Make modifications in future curricula to address educational problems identified in evaluations of fieldwork experiences

### **The Agency**

#### **The agency providing the field work experience will:**

- Designate a work-unit or project within which the student will conduct service-learning activities during field work
- Develop outcome objectives for the field experience assignment to guide the student team in their activities
- Designate an agency for each student field experience team
- Provide regular supervision to student teams in collaboration with university advisors
- Provide adequate work-space, support and supplies to enable the student to function effectively as a field work student in the agency
- Participate in student/supervisor/advisor learning conferences
- Evaluate the student's performance in collaboration with university advisors
- Evaluate the quality of the service-learning associated with field experience in collaboration with the university advisors and the students
- Make modifications in agency systems to address service-learning problems identified in evaluations of field work experiences (If the agency wishes to continue serving as the field site for Field Experience 595A & B in future years)

## **The Student**

### **The student will:**

- Actively participate in classroom and assignment activities to develop knowledge and skills to enable participation in field experience
- Actively participate as a member of the class team to complete activities associated with Field Experience 595A objectives
- Carry out duties assigned to the team by the agency supervisor in Field Experience B & C
- Participate in student/supervisor/advisor learning conferences
- Evaluate the quality of the service-learning associated with Field Experience 595B & C in collaboration with the university advisors and agency supervisors
- Make recommendations regarding opportunities for improvement of agency support of Field Experience 595 B & C student activities
- Make recommendations regarding opportunities for improvement of university support of Field Experience 595A, B & C student activities