

Service Learning Program Agency Agreement

The purpose of this agreement is to establish a good-faith working relationship between the service learning program at Los Angeles Trade Technical College and non-profit, community service, and public service agencies seeking student volunteers. The intent of this agreement is to help establish basic and mutually understood standards of cooperation to insure the success of our voluntary relationship.

Expectations of Community Agencies

In order to insure the maximum educational and personal development benefits to student volunteers, LATTC expects that community agencies receiving volunteers will assist us in the following ways:

- Proper supervision and training for the student volunteer will be provided. This includes initial orientation on the overall purposes of the agency, the clientele it serves, and what its basic goals are. Training on specific duties enables volunteers to carry out duties and responsibilities requested of them.
- Volunteers will be considered for responsibilities and duties, as much as possible, commensurate with their educational backgrounds and para-professional potential. While the overall purpose of the program is to serve the community, the community agency will also take into account that this is an educational experience for the student and that opportunities for learning new skills and gaining exposure to new experiences are important features of their volunteer involvement.
- A system of scheduling and documenting volunteer hours will be established. This system will include a daily sign-in/sign-out system to verify days and hours worked for each student volunteer. This system will be accessible to service learning staff for monthly documentation.
- Each agency will immediately inform the LATTC service learning coordinator of any difficulties arising from the work of an assigned volunteer (e.g., attendance, attitude, accidents, etc.)
- Each agency will receive periodic on-site visits or phone calls from the service learning coordinator. Coordinators are responsible for following up directly with student volunteers, insuring that, once volunteers are placed, they remain satisfied with their field placements.
- Agencies will assist the service learning coordinator in completing semester performance evaluations on each of their student volunteers. Volunteers receive academic credit for their work. These evaluations must be completed by the volunteer's immediate supervisor to serve as partial requirement for course work.
- Agencies will provide accident and liability insurance to the volunteers for their protection while they are involved in agency related activities.

What Agencies Can Expect

- The service learning program has been established to provide students with opportunities to help the community and gain valuable work and learning experiences.
- Students select agencies based on their interest and goals. Once a student's interest in a particular agency has been established, he or she will contact the agency's volunteer coordinator to set up an appointment for an interview. When the interview is concluded and mutual interest is confirmed, a work schedule will be developed, and the volunteer can begin working at the agency.
- The LATTC service learning coordinator will be the agency's main contact with the program on matters related to volunteers and will be available to assist the agency with any problems that may arise concerning volunteers.

If the above expectations are agreeable to you, please sign below:

Name of agency _____

Representative _____

Phone _____ E-mail _____

Signature _____ Date _____

For more information, please contact:

Frances Thronson

LATTC Service Learning Development Coordinator

213.763.7386

thronsf@lattc.edu