

## Tips for developing successful partnerships with service-learning classes

- **Vision.** Make sure that you and the faculty member have the same vision and goals and that this relationship is a good fit.
- **Guidelines.** Ask for guidelines from the faculty member and in turn provide both the faculty member and students with your guidelines and expectations.
- **Relationship building.** If possible meet with the faculty member in person. E-mail is always easy to do but can be less effective.
- **Syllabus.** Ask for a syllabus from the service-learning class and actually read it. This will help you know what students are learning and help you determine tasks that will be most beneficial to the student and to you. This is also another time to make sure the partnership is a good fit and if students will have the knowledge to do what you will ask of them.
- **Communication.** Maintain regular communication with faculty and students. If you can't get in touch with faculty members at UVU contact their Volunteer & Service-Learning Center. Communication is key.
- **Celebration.** We all know how important it is for volunteers to feel appreciated and that they have made a difference. Student volunteers are no different.
- **Evaluation.** Give students and faculty honest feedback. Not only will this help the students do better in the future but it will also make the project more effective for you in the future.
- **Power and reciprocity.** Allow the students and faculty member to feel empowered to speak with you if they need to. Also, take the initiative to address problems with students as well as educating them about the community issues that your agency is working with.
- **Volunteer & Service-Learning Center.** Use the UVU Volunteer & Service-Learning Center to help you in creating and sustaining community partnerships. You do not have to do it alone! The Center can set up placement sites, create guidelines, facilitate the evaluation process, and troubleshoot. Inform the Center of any challenges and successes.

### Resources:

Adapted from: Torres, J. (2001). *Benchmarks for campus/community partnerships*. Providence, RI: Campus Compact.

[www.compact.org](http://www.compact.org)

## **10 Ways to Make Service-Learning a Nightmare**

1. Give service-learning students assignments that have nothing to do with their class material or are against school policy.
2. Do not do any orientation or training with the service-learning students.
3. Make promises to a faculty member and do not follow through with those promises.
4. Never contact the faculty member.
5. Give the students a project to do on their own and never follow-up to find out how the project is going.
6. Require excessive amounts of time from service-learning students or faculty members.
7. Say yes to a partnership when your program has nothing to do with their course content.
8. Fill out all evaluations with an A+ even if the students did not do a good job.
9. Don't share successes from the project with faculty members.
10. Don't give faculty members feed-back on how to improve the service-learning project for your agency.

**Utah Valley University  
Community Agency Service-Learning Proposal Form**

*UVU's Volunteer & Service-Learning Center will do its best to find an appropriate partnership with a service-learning class. However, we can not guarantee that a partnership will be made.*

*Proposal deadline for Fall semester: April 1.*

*Proposal deadline for Spring semester: September 1.*

Service-Learning is defined as “a credit-bearing, educational, experience in which students participate in an organized service activity that meets identified community needs and reflect on the service activity in a such a way as to gain further understanding of course content, a broader appreciation of the discipline, and an enhanced sense of civic responsibility” (Bringle & Hatcher, 1995).

**Part 1: Partnership Requirements**

1. The organization is defined as:
  - Non-profit
  - Health care
  - Government
  - K-12
  - Other: \_\_\_\_\_
  
2. Does your organization maintain liability insurance for your volunteers?
  - YES
  - NO
  
3. Will the students displace an employed worker?
  - YES
  - NO
  
4. Are their any costs associated with the students? If so, what are the costs?  
(background check, etc)
  - YES: Explain the cost and why the student will need to incur that cost
  - NO

**Part II: Community Agency Responsibilities**

As a community agency partnering with a service-learning class you agree to the following. Please initial each responsibility.

- \_\_\_ Provide experiences that are in accord with UVU policy.
- \_\_\_ Hold UVU's Volunteer & Service-Learning Center harmless from any liability for loss or damage arising from the acts of omissions of the organization.
- \_\_\_ To not involve students in lobbying activities.
- \_\_\_ Take time to orient the student/class to the agency rules, policies, guidelines, etc.

- \_\_\_ Designate a staff member to supervise the student and maintain communication with the faculty member.
- \_\_\_ If the faculty member requires, complete and sign the student agreement and time log sheet. The faculty member will provide you with this.
- \_\_\_ Meet regularly with the student.
- \_\_\_ Notify the faculty or the Volunteer & Service-Learning Center if any problems arise.
- \_\_\_ Offer suggestions and ideas for improvement to the Volunteer & Service-Learning Center, faculty, and student
- \_\_\_ Maintain good communication.
- \_\_\_ Ensure that students do something constructive and worthwhile that will benefit the agency and the student.
- \_\_\_ Ensure that the service reflects the class objectives.

I have read and agree to adhere to the partnership responsibilities.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## **Part II: Project Information**

*Community Agency:*

*Contact name:*

*Title:*

*Telephone:*

*Fax:*

*Website:*

*E-mail:*

*Address:*

1. What is the mission/purpose of your organization?

2. Please list the primary population(s) served? (youth, seniors, children, homeless, etc.)

3. What community need would a service-learning class or student to address?

4. How would the project specifically address this need?

Project Objectives	Related Activities	Project Outcome	Timeline

8. Indicate the number of students requested.

**Please e-mail, fax, or mail this form to:**

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Utah Valley University  
800 W. University Parkway  
Orem, UT 84058  
801-863-8786  
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