We are pleased to offer a community service learning (CSL) course that combines classroom learning with student service in community organizations. Our intent is to support student academic, professional, and personal development while supporting local non-profit organizations. We believe that this creates benefits for students, local organizations, our community, and the university. Unlike a practicum that focuses on vocational development, the CSL placement aims to foster a collaboration of students, educators and community learning to strengthen communities, big and small.

**PLACEMENT ACTIVITIES:**
The tasks that students complete will vary depending on your organization’s needs, as well as the student’s skillset, but must occur between Sept 5 and Nov 24. There should be at least 3 in-person meetings throughout the placement. First meeting should ideally be before September 13.

**ORGANIZATION’S ROLE:**
- **Orient, Monitor & Support the Student:** introduce the student to the organization (including your mandate); ensure that the student has the necessary resources to complete tasks; provide feedback on their work & progress.
- **Support course objectives:** provide exposure to your organization’s governance structures and decision-making processes (eg: inviting the student to observe a Board meeting); ensure the project outcomes or the placement tasks benefits your organization.
- **Communicate with the University:** submit feedback to the placement coordinator; let us know of issues impacting the placement so that we can support successful experiences

**STUDENT’S ROLE:**
- Set-up the first meeting and inquire about the tasks.
- Complete the tasks that the organization requires.
- Communicate with the organization, including
  - Clarifying expectations and instructions
  - Sharing ideas and reporting on progress of tasks
  - Sharing course assignments and other learning
  - Asking questions.

**STAYING ON TRACK:**
The following Service Placement Agreement is meant as a template to help participants stay accountable to each other and the course. Participants should co-create an agreement during the first meeting to ensure mutual understanding of goals and provide a checklist/reminder of things that need to be done. Students will be required to submit this agreement to instructors. Students are also required to share their assignments with organizations and therefore we ask for verification at the end of the course that this has been done.

If you have any questions, please contact Helen Kobrc, Placement Coordinator at 250 721-7358 or hkobrc@uvic.ca.
SOSC 300: Working in Community

Fall 2017 term
Service Placement Agreement

Student Name: ____________________________________________________________

Host Organization: _________________________________________________________

Organizational Supervisor Name: _____________________________________________

Service duties (include activities and deliverables):

Planned timeline (schedule of student service; include deadlines for deliverables):

Communication preferences (for questions, challenges, changes, etc):

Other Expectations/Requirements:

Student Signature  Supervisor Signature
_________________________________________   _______________________________

Course requirements & due dates:
(student to fill out requirement & due date)  Shared with Supervisor
(supervisor to initial once shared)
_________________________________________   _______________________________
_________________________________________   _______________________________
_________________________________________   _______________________________
_________________________________________   _______________________________