Community Service-Learning

James Madison University

Community Partner Agreement

This agreement describes a voluntary partnership between Click or tap here to enter text. (Community Partner) and Community Service-Learning (CS-L) at James Madison University for the time period from Click or tap here to enter text.to Click or tap here to enter text..

**PURPOSE**

The purpose of this agreement is to outline the institutional role of CS-L as well as communicate and clarify the contributions and expectations of both CS-L and the Community Partner.

**Section 1: Agreement**

* JMU is a state agency. Nothing in this agreement should be construed as a waiver of the sovereign immunity of JMU.
* The agreement and performance of obligations thereunder are governed by Virginia law.
* The two parties listed above are independent contractors and one cannot act for or bind the other.
* Both parties agree to maintain in force at all times during the term of this agreement comprehensive general liability insurance. JMU is a state agency and shall fulfill this obligation through the Commonwealth of Virginia Risk Management Plan, which includes a program of self-insurance.
* Both parties will maintain the highest standards in protecting student privacy.
* Community Partners are liable for the acts/omissions of their employees and representatives.
* JMU and CS-L are not liable for the students’ conduct while on site or performing work for a partner. This is not an employer-employee relationship. Students are responsible for their own decisions and conduct.
* JMU and CS-L reserves the right to discipline students for violations of student conduct rules, and can unilaterally suspend or end student participation with the Community Partner.

By checking this box, I acknowledge that I have carefully read and understand Section One of this agreement. I agree to uphold it to the best of my ability.

**Section 2: Expectations**

*The JMU’s* ***Community Service-Learning*** *will:*

* Work with Community Partners to list service opportunities in a directory made available to JMU students, faculty, and staff (Volunteer Now platform). Unless otherwise agreed upon, CS-L will solicit opportunity ideas in May/June (for the fall semester) and October/November (for the spring semester).
* Have Service-Learners create a profile on Volunteer Now, where they will be directed to connect with Community Partners directly.
* Have Service-Learners complete any other documents required and provided by the Community Partner (background checks, volunteer forms, etc.).
* Prepare and train students for service, when possible, through pre-service reflection and information about the Community Partner.
* Share students’ contact information with the Community Partner.
* Address the Community Partner’s priorities whenever possible through connections to faculty, student organizations, and other JMU resources (e.g. convening space, faculty expertise, on-campus events, off-campus event promotion, and so forth).
* Publicize Community Partners’ events and opportunities as appropriate. However, CS-L cannot ensure students’ participation in projects.
* Provide a JMU calendar and additional relevant information to the Community Partner.
* Support and encourage all Service-Learners to engage in ongoing reflection to increase the likelihood of thoughtful and ethical service.
* Support the Community Partner in planning and leading service, and be available to discuss changes and challenges.
* Co-create evaluation measures with the Community Partner, and collect and share feedback from the Community Partner, students, and faculty.
* Establish clear expectations for Service-Learners to review and agree to uphold prior to engaging with Community Partner. *See Index A for a copy of the Student Commitment Form.*
* Communicate regularly with Community Partners and Service-Learners regarding JMU’s COVID-19 protocols, guidelines, and expectations.
  + Current information regarding JMU’s policies can be found by visiting [JMU’s Stop The Spread website](https://www.jmu.edu/stop-the-spread/).

*The* ***Community Partner*** *will:*

* Identify service opportunities that increase the capacity of the organization and build on community assets, while allowing students to learn and contribute positively.
* Provide current information to CS-L about their organization’s mission, organizational priorities, service needs, and special projects, as well as a calendar and additional important information for the CS-L online directory (Volunteer Now).
* Designate a staff or volunteer coordinator to serve as a primary contact and communicate with students.
* Provide an orientation for students to have a basic understanding of the mission and work of the organization, relevant social issues, and any professional expectations.
* Supervise students and support them in their day-to-day service.
* Assist with the creation of evaluation measures and participate in the evaluation process.
* Support the development of relationships between students and community members.
* Provide a safe work environment—which may be remote—for Service-Learners to carry out their assigned tasks.
  + Accordingly, Community Partners agree to establish and maintain clear COVID-19 safety practices and protocols, including, but not limited to:
    - Supplying hand sanitizer and hand washing stations.
    - Comply with all CDC and Commonwealth of Virginia guidelines regarding face coverings, quarantine, isolation, reduced physical contact, physical distancing, and maintenance of clean surfaces.

**Communication and Accountability**

To ensure success, CS-L and the Community Partner will communicate regularly to provide prompt updates regarding program changes, new projects, opportunities, and other feedback.  If either party receives concerning feedback or perceives performance as unsatisfactory, they will promptly notify the other party and seek clarification.

In the event that a Community Partner is believed to have dishonored this agreement, CS-L will work with the Community Partner to identify additional training opportunities and resources to better equip their team and organization to appropriately engage with JMU students, faculty, and staff. This may include one-on-one consultation, mediation, making referrals, and/or providing access to resources to enhance cultural competency and better integrate just, equitable, and inclusive policies and practices into their work.

Dependent on the severity of any infraction of this agreement, engagement with some or all JMU students may halt until a plan for next steps to move forward is established and agreed upon by the relevant parties.

**Acknowledgement Statement**

By checking this box, I acknowledge that I have carefully read and understand the expectations in Section Two. I agree to uphold it to the best of my ability.

**Section 3: CS-L Mission and Goals**

**COMMUNITY SERVICE-LEARNING MISSION**

We cultivate mutually beneficial partnerships between students, faculty, and community organizations that address community-identified priorities and contribute to student learning. Read more at <https://www.jmu.edu/csl/about>.

**Service-Learning defined[[1]](#footnote-1)**

A teaching and learning strategy that integrates meaningful service with the community and instruction and reflection to enrich the learning experience, teach civic responsibility, and strengthen communities.

Service-Learning is:

* Mutually beneficial: it addresses community-identified priorities and student learning goals;
* Reflective: students are expected to critically consider assumptions, challenges, successes, learning, root causes, and so forth to ensure thoughtful and ethical service; and
* Integrated with the curriculum: students have defined learning objectives that are met both through classroom instruction and practical opportunities to address community-identified capacities, root causes, and pressing needs.

**GOALS**

CS-L will collaborate with faculty members, students, and community members to facilitate meaningful and mutually beneficial student involvement in the community that meets the designated goals of our region. This partnership aims to:

* Pursue more just, equitable, and sustainable futures for communities beyond the campus;
* Create transformative learning environments;
* Prepare students for lives of engaged citizenship; and
* Bolster JMU’s commitment to purposeful, ethical, and responsive community involvement.

**Commitment to social justice, addressing structural inequality, and anti-racism**

CS-L prepares students to create more just, equitable, and sustainable communities. We do that through facilitating direct community engagement, enhancing capacity of community organizations and advocating for positive change. Racism undermines our efforts for a fair and just community at every level of society.

CS-L pledges to:

* Critically examine the roles we—as individuals, our office and the field of Service-Learning have played in perpetuating racial inequities.
* Prioritize the personal and professional growth of our team, students, colleagues, and partners as social justice and inclusion agents of change.
* Actively work to expand our partnerships with socially just and inclusive organizations and stakeholders.

*Additional resources can be found on* [*CS-L’s website*](https://www.jmu.edu/csl/)*.*

We will hold ourselves and each other accountable to learning, advocating, and acting to develop a more just and equitable society. Community Partners engaging with our programs and students are expected to make similar commitments and agree to treat people with dignity and respect.

**Acknowledgement Statement**

By checking this box, I acknowledge that I have carefully read and understand Section Three of this agreement. I agree to uphold it to the best of my ability.

*This agreement takes effect when signed by both parties, indicating their agreement with the responsibilities outlined in Sections 1, 2, and 3 above.*

Community Partner Signature: Click or tap here to enter text.

Title: Click or tap here to enter text.

Email: Click or tap here to enter text.

Date: Click or tap to enter a date.

CS-L Signature: Click or tap here to enter text.

Title: Coordinator of Community Partnership Development, CS-L

Date: Click or tap to enter a date.

Community Engaged Federal Work Study Addendum

CS-L coordinates JMU’s Community Engaged Federal Work Study (FWS) program, which connects Community Partners with student employees that are eligible to earn an hourly wage through their financial aid package.

*In addition to many of the expectations outlined above,* ***CS-L*** *will:*

* Conduct a site visit.
* Recruit, interview, and hire FWS student employees.
* Coordinate completion and collection of new hire paperwork for FWS student employees.
* Facilitate a Community Engaged FWS program orientation to FWS students.
* Provide FWS students and FWS supervisors with a calendar of important dates (i.e., breaks in the academic calendar, timesheet due dates, etc.).
* Provide a Community Engaged FWS program orientation to FWS site supervisors.
* Facilitate monthly workshops and reflection activities for FWS students.
* Submit student employees’ hours to Payroll for processing each pay period.
* Request evaluative feedback from FWS students and FWS supervisors at the end of each semester.

*The* ***Community Partner*** *will:*

* Develop a detailed position description along with necessary and desired skills for FWS student to possess.
* Participate in the Community Engaged FWS program orientation provided by CS-L.
* Be responsive to introductory communications and requests for evaluative feedback.
* Conduct an initial meeting with any FWS student connected to:
  + ensure compatibility.
  + establish a weekly work schedule with no hours scheduled during class time.
  + provide a detailed overview of the responsibilities and duties of the position.
  + establish expectations (i.e., attire, communication, supervision structure, parking, absences, etc.).
* Provide on-site orientation and training for the FWS student.
* Oversee FWS student performance.
* Provide timely feedback and guidance to the FWS student.
* Establish a safe, sanitary, and adequately equipped working space for the FWS student (this may be remote if appropriate and approved by CS-L).
* Monitor the weekly hours worked by the FWS student.
* Review for accuracy and approve FWS student timesheets biweekly.
* Identify at least one proxy to approve timesheets and provide supervision when primary supervisor is out of the office.
* Cover any fees associated with required checks (i.e., background checks, TB testing, etc.)
* Inform CS-L of issues and/or concerns about the FWS student’s performance or well-being if an initial intervention of verbal feedback did not result in improvement.

Community Partner Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: Click or tap to enter a date.

**Index A:**

**Student Commitment Form**

**Steps to Successful Community Engagement**

Community Service-Learning | James Madison University | Student Success Center, 2100 | [jmu.edu/csl](https://www.jmu.edu/csl/) | 540-568-6366

Engaging in the community provides you with an outstanding learning opportunity, and it also comes with a great deal of responsibility. You have the potential to make an important contribution, especially if you prepare for and reflect on the experience. This document outlines key steps for you to take to be successful. Before you can be connected with a community partner, you must acknowledge that you understand and agree to these steps.

*CS-L works to develop more just and sustainable communities through building relationships and learning from one another. As we address the dual pandemics of racism and COVID-19, CS-L strengthens our resolve to learning, advocating, and acting to develop a more just and equitable society. JMU students engaging with our programs and partners are expected to treat people with dignity and respect as well as to take the actions outlined below.*

**Step 1: Commit to Being a Responsible and Ethical Community Citizen**

Set a high standard:

* Maintain a positive attitude.
* Attend all training for my engagement experience.
* Carry out all assigned tasks.
* Be drug and alcohol free prior to and during my community project.
* Be knowledgeable of and act in accordance with agency rules, policies, protocols, emergency procedures, and expectations.
* Learn:
* Understand that I am not only working with the community, but the community is working with me by investing valuable resources in my learning.
* Be sensitive to how my thoughts and actions affect others.
* Be dedicated to learning, engaged and ready to serve whenever I am on site.
* Be honest, show respect for individuals and their property, suspend assumptions and keep an open mind.
* Be Timely:
* Notify my supervisor (and client, if appropriate) as soon as possible if an emergency prevents me from meeting an obligation.
* Be on time and maintain a regular schedule with my community partner, and stick to it (clients may benefit less or even be negatively affected if I am inconsistent in my participation).
* Discuss my schedule with my supervisor during breaks and holidays (I am not expected to participate in activities during official school breaks).
* Maintain Confidential and Ethical Storytelling:
* Keep all identifying information about the client(s) private and confidential outside of the community agency. This includes names, addresses, phone numbers, personal or family matters, places of employment, living habits, and other items that clients may discuss with or in front of me. I will use pseudonyms/generalizations if referring to the people I have connected with in course assignments, presentations, or discussions.
* I will avoid taking photos that will reveal the identity of clients and/or potentially exploit the communities I am serving.
* I will not share any stories I do not have explicit permission from those involved to share.

**Step 2: Be Your Best**

* Dress neatly, clean, and positive. I will avoid wearing tank tops, torn jeans, short-shorts, hats, t-shirts with inappropriate print or lettering, or clothes that are low cut or expose my midriff. I will be considerate about what I wear and display (i.e., clothes, jewelry, tattoos, shoes, and piercing) to be sensitive to agency safety precautions, values, and appropriateness.
* Plan my route and confirm the address.
* Consider my motivations for serving.
* Reflect on and check my assumptions about the community I am serving.

**Step 3: Practice Effective Communication**

* Introduce myself and share relevant skills and interests.
* Describe what type of project I intend to do.
* Describe how much time I will commit and when I am available. I acknowledge that it is not helpful for me to just send a screenshot of my schedule without outlining travel time and additional information about my actual availability.

**Step 4: Keep Yourself and Others Safe**

* Eliminate physical contact with others, such as handshakes and embraces.
* Avoid touching surfaces that are touched by others as much as possible.
* Maintain physical distance of six or more feet when possible.
* Wear face masks, which cover the nose and mouth at all times when in public settings (indoors and outdoors).
* Read and review all JMU and Partner Site policies and procedures pertaining to safety protocols. This includes the [JMU Fall 2020 Return to Campus Plan](https://www.jmu.edu/stop-the-spread/_files/campus-reopening.pdf).
* Complete *all* JMU and Partner Site required safety training, including JMU provided training on COVID-19 and required behaviors such as:
  + *Mask Usage*- This [training video](https://www.youtube.com/watch?v=Yc_yKQryMIQ&feature=youtu.be) and [handout](https://www.jmu.edu/talentdevelopment/_files/CDC-cloth-face-covering-instructions.pdf) address the appropriate use of masks.
  + *Anti-stigma Practices*- This [eLearning module](https://www.jmu.edu/talentdevelopment/covid-19-training-avoid-stigma/) and [handout](https://www.jmu.edu/talentdevelopment/_files/WHO-covid19-stigma-guide.pdf) focus on avoiding stigma associated with COVID-19.
* Complete daily health screenings using the LiveSafe app.
* Quarantine or isolate at home when exhibiting symptoms or suspected of having COVID-19.

**Addressing Concerns**

If I encounter difficult or uncomfortable situations—including those associated with inadequate COVID-19 safety precautions and/or issues of racism and discrimination—or should a problem arise between the agency and myself, I will notify my community partner supervisor, CS-L staff, and/or my faculty as soon as possible.

**Commitment to social justice, addressing structural inequality, and anti-racism**

CS-L prepares students to create more just, equitable, and sustainable communities. We do that through facilitating direct community engagement, enhancing capacity of community organizations and advocating for positive change. Racism undermines our efforts for a fair and just community at every level of society.

CS-L pledges to:

* Critically examine the roles we—as individuals, our office and the field of Service-Learning have played in perpetuating racial inequities.
* Prioritize the personal and professional growth of our team, students, colleagues, and partners as social justice and inclusion agents of change.
* Actively work to expand our partnerships with socially just and inclusive organizations and stakeholders.

*Additional resources can be found on* [*CS-L’s website*](https://www.jmu.edu/csl/)*.*

If we can help you or offer support in your own commitment to building more just and equitable communities, please let us know.

In the event that I refuse to comply with these expectations and requirements, I understand that JMU, CS-L, and/or the Partner Site may end my engagement experience immediately and, depending on the extent of my actions, I may have a case referred to the [Office of Student Accountability and Restorative Practices.](https://www.jmu.edu/osarp/)

**Information Sharing Consent**

I give consent for Community Service-Learning staff to share my name and contact information with representatives from the nonprofit organization that I am registering with during this experience.

**Acknowledgement Statement**

By checking this box, I acknowledge that I have carefully read and understand this statement. I agree to uphold it to the best of my ability and recognize that my actions and attitude reflect directly upon James Madison University.

1. Adapted from: National Service-Learning Clearinghouse. Seifer, S.D. & Connors K. (2007). Community campus partnerships for health. Faculty toolkit for Service-Learning in higher education. Retrieved from <https://ccph.memberclicks.net/assets/Documents/FocusAreas/he_toolkit.pdf> [↑](#footnote-ref-1)