



**Cape Fear**  
COMMUNITY COLLEGE.

Service Learning Office  
Kate J. Santhuff, Coordinator  
North Campus – 4500 Blue Clay Rd.  
Castle Hayne, NC 28429  
Phone: 910.362.7594  
Fax: 910.362.7593  
ksanthuff@cfcc.edu

---

## **Service Learning Agreement**

for Cape Fear Community College Service Learning Program and  
Service Learning Placement Site

Organization: \_\_\_\_\_

Organization Representative: \_\_\_\_\_

CFCC Representative: \_\_\_\_\_

---

### ***Please Read and Sign Below***

The Service Learning Agreement identifies the responsibilities of the CFCC Service Learning experience and the Service Learning Placement site. Service Learning Placement sites must follow Service Learning experience guidelines and federal, state, and local laws in order to participate in this program.

#### **A. Service Learning Placement Site agrees to:**

1. Assist Service Learning Program in the development and structure of service learning projects.
2. Inform the Service Learning coordinator about current service and volunteer opportunities and number of available positions at the beginning of each semester and when new opportunities develop.
3. Keep a record of current CFCC Service Learning students and provide Service Learning staff with such information when requested.
4. Meet with Service Learning students and provide necessary orientation and training before placement.
5. Evaluate the CFCC Service Learning program and students at the end of each semester by completing evaluation forms.
6. Maintain the right to request the removal of a Service Learning student in the event that his/her performance is unsatisfactory.
7. Notify the Service Learning Coordinator when problems occur.

#### **B. CFCC Service Learning Program agrees to:**

1. Recruit service learning students for placement at participating organizations.
2. Provide students with information about basic service ethics and commitments.
3. Provide opportunities for the Service Placement site supervisor to recruit students from the Service Learning program.

4. Refer students to the Service Placement site for possible placement upon approval of the course instructor and organization supervisor.
5. Provide periodic orientation and training of the Service Learning Program to organization representatives.
6. Evaluate Service Learning program placements using compiled results from written evaluations completed by organization supervisors and Service Learning students.
7. Retain full responsibility for management of the Service Learning Program at CFCC.

**C. Other**

1. Displacement of Employees: The Service Learning Placement site will not assign service learning students to any placement which would displace existing paid workers or impair existing contracts for services.
2. Restricted Activities: The Service Placement Site will not request, assign, or permit Service Learning students to conduct or engage in any religious, sectarian, or political activities that are outside the mutually agreed-upon duties.
3. Transportation: The Service Placement site will honor a service learning student's right to decline an assignment to use a personal vehicle or drive an organization-owned vehicle if this activity is outside mutually agreed-upon duties.
4. Discrimination: Cape Fear Community College is an equal opportunity/affirmative action institution and the Service Placement Site is thus expected to follow nondiscriminatory policies and practices.
5. Amendments: This Service Learning Agreement may change or be cancelled at the beginning of each school year upon mutual agreement of the CFCC Service Learning Program and the Service Placement site.

***Thank you for your support of the CFCC Service Learning Program! Please return signed agreement by mail or by fax.***

---

Service Placement Site Representative / Title

Date

---

CFCC Service Learning Coordinator

Date