

Anne Arundel Community College
 Center for Learning through Service, Careers bldg. (CRSC) 314
 101 College Parkway, Arnold, Maryland 21012-1895
 410-777-2053 Fax 410-777-4057

Letter of Understanding

Dear Community Partner:

On behalf of Anne Arundel Community College's Service-Learning Office, we would like to thank you for entering into a partnership with us to provide richer educational opportunities for our students. By accepting and supervising our service learners, you are helping these students connect classroom theory with real-life experience. Ultimately, you are also contributing to our mission of promoting civic responsibility and improving the quality of life in our community.

As a community partner supervising Anne Arundel Community College students involved in a service-learning project, you will ensure that these students are provided with the following:

- ✓ A service task that is worthwhile and challenging, in order to strengthen student's critical thinking
- ✓ Orientation and supervision
- ✓ A single point of contact to work with the student(s) during their service
- ✓ A safe and appropriate working environment
- ✓ An evaluation of the student's service

The Service-Learning Office will ensure that your agency is provided with the following:

- ✓ Assistance in developing a clear description of the assigned service-learning project to include identification of appropriate tasks and learning objectives.
- ✓ Orientation for agency supervisors to include the goals of service-learning and our expectations of participating agencies.
- ✓ Ongoing support and monitoring of student activities to ensure that the service-learning experience is beneficial for everyone. The service site may terminate student service at any time, for good cause.

Your signature below demonstrates your understanding and agreement with the above listed provisions. We welcome you as a partner in education with Anne Arundel Community College.

Name of Community Partner:	Contact Person:
	Phone:
Address:	Email:
	Web site:
Community Partners Signature:	Date:
Service-Learning Office Signature:	Date: