



MDC Center for Community Involvement Site Approval Form



Student and Course Information

Student's Name: _____		Professor's Name: _____	
Course ID: _____	Reference #: _____	Semester: _____	Campus: _____

Directions to Students: Any student who wishes to complete his/her service-learning placement at an agency not included on the MDC Center for Community Involvement list of approved sites must have the agency supervisor complete this form, **receive approval from the professor and/or the Center Director** and then return it to the Center for Community Involvement prior to beginning the placement.

To Be Completed by Proposed Agency Supervisor

Name of Proposed Agency: _____

Address of Proposed Agency: _____

Name of Agency Supervisor: _____ Phone Number: _____

Agency Supervisor: This student is requesting permission to complete a service-learning assignment at your agency. Please review the following information to determine whether your agency would be an appropriate placement site.

Service-learning is the combination of academic coursework with carefully planned, meaningful service that provides direct benefits to the community. The goals of service-learning are:

- To enhance classroom learning (i.e. connect theory with real world applications)
- To provide direct service that benefits the community
- To promote service, citizenship and a sense of caring for others.

In order for this placement to be approved, your agency must meet ALL of the following conditions:

- My agency is a 501(c)3, non-profit organization.
- This student is not an employee of my agency/organization.
- The service this student will provide will directly benefit our community.
- This experience will help the student better understand the needs of our community and how he/she can help make a difference.
- The service this student will provide will contribute to his/her personal and professional development (i.e., the service will be meaningful and challenging).
- My agency will provide a safe working environment, orientation and on-going support to the student.

I have reviewed the information above and believe that my agency would be an appropriate service-learning site.

Agency Supervisor Signature: _____ Date: _____

Professor's or Center Director's Approval: _____ Date: _____

Attach this form to the "Service-Learning Contract" and submit them as directed by your professor.