

Agency Letter Of Agreement

For Placement Of TCC Service-Learning Students

Dear Agency Supervisor:

On behalf of The Urban Experience Service-Learning Program at Tidewater Community College, thank you for entering into a partnership with us to provide a rich educational opportunity for our students. By accepting, supervising and teaching our service learners, you are helping students join classroom theory with real-life experience. Ultimately you are also promoting civic responsibility.

As an agency supervising The Urban Experience Service-Learning students you agree to provide the Service-Learning Office with

- Current proof of not-for-profit status
- Current proof of liability to cover students serving at your agency
- Copy of state license if you are a childcare or elderly care provider

You agree that while fulfilling service-learning hours, students will not

- Be left unsupervised with minors
- Transport any persons
- Meet in private residences without an agency representative present
- Be subjected to or asked to engage in any proselytizing or fundraising activities

You agree to ensure that Service-Learning students are provided with

- An orientation prior to beginning their service-learning hours
- Training and supervision with regard to agency policies and procedures including health and safety information **Health cards needed for any meal preparation at soup kitchens*
- A clear description of the skills and assigned service-learning work including expectations, responsibilities and requirements
- A safe and appropriate working environment

The Urban Experience Service-Learning Program agrees to provide

- Consultation for identifying appropriate tasks for students
- Orientation for agency supervisors regarding students needs and capabilities
- Follow-up and support regarding student issues, if requested
- Tutor training for all students who will be helping with homework or any other form of tutoring

Signing gives permission for agency listings (position description form) including contact persons and numbers to be listed on The Urban Experience Service-Learning web site and in the service-learning manuals. If you wish to become a partner in education with Tidewater Community College and agree to the listed provisions, complete the agency information below, sign and return to:

**Cynthia Horen, Service-Learning Coordinator, Tidewater Community College
7000 College Drive, Portsmouth, Virginia 23703**

Agency Name _____

Agency Address _____

Agency Representative(print and sign)_____

Phone _____ FAX # _____ Email :