

MARY T. CLARK CENTER for religion & social justice

I. 4th CREDIT OPTION - ACADEMIC SERVICE LEARNING CONTRACT

The fundamental concern of the Clark Center is the welfare of the communities that we serve. It is expected that volunteers will conduct themselves in a manner that enhances the overall image of the Center, Manhattanville College, and the agency through community service. As a representative of the Clark Center, I agree to:

- **Conduct myself in a professional manner:** Be courteous and respectful to my supervisors, fellow volunteers, the public, and at all times; to refrain from using offensive language and conduct; and to use proper communication skills to share my concerns. I understand that I am also expected to immediately report all incidents of inappropriate, abusive, and/or criminal behavior witnessed anytime during my volunteer experience to the agency supervisor and the Duchesne Center Director.
- **Arrive on time** to all service experiences, remain at my volunteer experience until my shift is complete, and/or my site supervisor has given me permission to leave. To provide at least 24 hours notice to my site supervisor and/or volunteer coordinator of absences.
- Submit accurate, complete, **log-in of hours** on a weekly basis unless otherwise noted.

The **4th Credit Option for ACADEMIC SERVICE LEARNING** consists of a student's commitment to:

- 40 hours per semester, BEYOND CLASSROOM TIME;
- setting and meeting learning goals agreed upon by the student, the agency and the professor;
- attending an initial orientation;
- participating in TWO discussion sessions and a mid-semester Reflection assignment;
- COMPLETION OF A FINAL PROJECT.
- **The completion of this contract must be typed, not hand written.**

A **Credit Overload** form must be completed **only if** the student has some compelling need to take in excess of the normal allotted number of credits for the student's program of study ([21.0 credits for Castle Scholars, Music and Dance & Theatre majors](#); 19 credits for all other majors and for students yet to declare a major; 16 credits for students on academic probation).

TUITION CHARGES: Students enrolling beyond the maximum credits above are charged at the credit hour rate for each credit hour enrolled

I have carefully read this agreement and fully understand its contents. I certify that in signing this contract, I have agreed to abide by the policies set forth by the Clark Center.

Volunteer Information (Please Print)

ID Number		Full Name	
(Campus) Address			
Campus Phone #		Alternate Phone #	
College E-mail		Alternate E-mail	
Volunteer Signature		Date	Semester: FALL SPRING 20__

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Community Service ★

Service-Learning & Academics 📖

Religion & Spirituality ☀️

Global Citizenship ▲▲

Leadership & Social Responsibility

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ID Number			Full Name					
Major				Circle One	FR	SO	JR	SR
Course Number & Title					Castle Scholar? Yes <input type="checkbox"/> No <input type="checkbox"/> (Requires CSHP Approval Below)			
Professor's Name								
Agency Name & Address				Agency Main Phone #				
Agency Supervisor				Supervisor's Phone #				
Project Information: Describe the project and work you will perform with the agency.								
How does this service experience relate to your course?								
Consult your Professor: Describe the specific academic expectations/learning goals and requirements for this project.								
Agency Supervisor	I agree to work with the above-mentioned student, provide information/ resources for the student's project, and to submit a final evaluation to the student and the service-learning coordinator.							
Agency Supervisor's Signature				Date				
Faculty Signature				Date				
Service-Learning Coordinator Signature				Date				
CSHP Director's Signature				Date				