

Wheeling Jesuit University Service for Social Action Center Service Contract

The Service for Social Action Center (SSAC) seeks to improve the quality and quantity of service experiences in which Wheeling Jesuit University students participate and from which our community partners can benefit. In an effort to monitor and evaluate student service more systematically in the coming academic year, we are asking that any student who participates in three or more hours of service per week throughout the semester (exclusive of vacation and exam periods) to prepare a simple service contract in collaboration with their agency supervisor. If multiple students have the same assignment with an agency (e.g., four students have the same assignment with the Literacy Volunteers), a single contract with multiple student schedules and signatures can be prepared.

All contracts should be submitted to the SSAC within two weeks from the start of the service assignment by the student with the required signatures. Contracts may be obtained submitted to Erin McDonald (emcdonald@wju.edu) at the SSAC along with e-mail verification from the agency and student partners acknowledging their acceptance of the contract terms.

Students and supervisors can either: 1) develop their own contracts including the items listed below; or 2) use the “fill in the blanks” contract provided here.

If you have questions about preparing this contract, please contact:

Jill Kriesky, Director, SSAC	or	Erin McDonald, Assistant Director, SSAC
Phone: 243-6243		Phone: 243-8728
E-mail: jkriesky@wju.edu		E-mail: emcdonald@jwju.edu

Information that can be included:

- Student/community partner information (names, phone numbers, e-mail addresses)
- Student learning and service objectives/goals
- Purpose of service (in student’s words, based on conversation with an agency representative)
- Specific activities to be completed during the semester or year
- Responsibilities of the community partner, including feedback on student performance
- Agency expectations for the student(s), including their on-site schedule
- Identification of SSAC liaisons/contacts
- Information about discontinuing the relationship by agreement of student, SSAC, and community partner
- Signatures (student, community partner, moderator)

**“Fill in the Blanks” Student-Agency Service Contract
Wheeling Jesuit University, Service for Social Action Center**

1. Student name:
Regularly used e-mail: _____ Campus phone: _____
Campus address: _____
Year (circle one): freshman sophomore junior senior
Major: _____
Campus program/organization for which service is performed: _____

2. Agency contact person and title:
Agency name: _____
Regularly-used e-mail: _____ Agency phone: _____
Agency address: _____

3. My **spiritual-, career-, and/or social-development goals** as a student working for this organization are:

4. My **job assignments** for this agency will include:

5. The **number of hours** I expect to work each week, and the **schedule** for those hours are:

6. **Expectations of my agency partner** include:

Attendance/lateness policy:

Appropriate dress:

Appropriate interactions with clients:

Reporting procedure in case of a problem at the work site:

Other:

7. An agency representative will provide **feedback on my work:** (circle one)
weekly twice/month once/month twice/semester other:
8. If the agency needs to report information related to my service to the SSAC, he/she will contact: Erin McDonald Assistant Director, SSAC at 243-8728 or emcdonald@wju.edu
9. The service performed under this agreement may be ended after consultation between the agency, student, and SSAC director concludes that its continuation is not in the interest of the agency, student or Wheeling Jesuit University.

10. Signatures:

Date:

For agency:

Student:

For SSAC:

“Fill in the Blanks” Student-Agency Service Contract

1. Student name: **Jane Doe**
Regularly used e-mail: **jdoe@email.edu** Campus phone number: **243-xxxx**
Campus address: **101 Dorm Room**
Year (circle one): freshman sophomore junior senior
Major: **undecided**
Campus program/organization for which service is performed: **Arrupe**

2. Agency contact person and title: **Mary Smith**
Agency name: **Afterschool Program**
Regularly-used e-mail: **mary@afterschool.org** Agency phone: **246-xxxx**
Agency address: **101 Downtown, Wheeling, WV 2600x**

3. My **spiritual-, career-, and/or social-development goals** as a student working for this organization are:
-to serve poor children and understand/experience God’s presence in poverty
-to decide by working with children if I want to be first grade teacher
-to meet and become friends people in the Wheeling community

4. My **job assignments** for this agency will include:
-one-on-one tutoring of first graders in reading and writing
-help supervise organized games during play time
-administer “time out” discipline for inappropriate behavior

5. The **number of hours** I expect to work each week, and the **schedule** for those hours are:
4 hours per week, 3-5 on Mondays and Wednesdays

6. **Expectations of my agency partner** include:

Attendance/lateness policy: **Call in advance (2 hours, if possible) if I will be late or absent (2 days in advance if possible). Limit absences to 2 per semester, unless unusual circumstance; don’t be late!**

Appropriate dress: **Comfortable, clean clothing; no ball caps or t-shirts with foul language/adult messages. Clothing that allows sitting/playing on the floor.**

Appropriate interactions with clients: **No swearing at, rough handling, or hitting children. No talking on cell phones while at work. Take direction from agency staff, question assignments later, out of student hearing.**

Reporting procedure in case of a problem at the work site: **Contact Mary Smith immediately for medical or psychological trauma.**

Other: **Do not leave site with a child without Smith's permission**

7. An agency representative will provide **feedback on my work:** (circle one)
weekly twice/month **once/month** twice/semester other:
8. If the agency needs to report information related to my service to the SSAC, he/she will contact: Erin McDonald, Assistant Director, SSAC at 243-8728 or emcdonald@wju.edu
9. The service performed under this agreement may be ended after consultation between the agency, student, and SSAC director concludes that its continuation is not in the interest of the agency, student or Wheeling Jesuit University.

10. Signatures:

Date: 8/20/04

For agency: *Mary Smith*

Student: *Jane Doe*

For SSAC: *Jill Kriesky*