

**INVER HILLS COMMUNITY COLLEGE  
COMMUNITY-BASED LEARNING (CBL)  
LEARNING CONTRACT**

Service with \_\_\_\_\_ (Community Partner) will begin on \_\_\_\_\_ and end on \_\_\_\_\_, during which I will complete a total of \_\_\_\_\_ hours of service.

The Student Agrees to:

1. Completely fulfill commitment to community partner through end-date of service.
2. Attend all required trainings and solidify schedule with community partner.
3. Notify community partner at least 24 hours in advance of any absence.
4. Keep confidential all information concerning other people, clients, employees, and agencies/organizations.
5. Follow all community partner policies and guidelines, and act professionally at all times; this includes, but is not limited to, dress code, respectful speech, accepting differences, and complying with mandatory reporting.
6. Notify the course instructor and/or Center for Career Development and Community-Based Learning about any concerns related to the CBL experience.

The Community Partner Agrees to:

1. Provide the student with orientation and support throughout the experience.
2. Discuss with the student any desired learning outcomes and objectives.
3. Provide on-going feedback to assist student with successfully completing service.
4. Maintain contact (as needed) with faculty member and/or Center for Career Development and Community-Based Learning.

The Faculty Member Agrees to:

1. Provide opportunities in and outside of class for students to reflect on their CBL experience and how it integrates into course goals and outcomes.
2. Maintain on-going communication with the Center for Career Development and Community-Based Learning and Community Partner(s) during the semester.
3. Direct students to complete end-of-semester CBL student survey and complete end-of-semester faculty survey.

The Center for Career Development and Community-Based Learning Department Agrees to:

1. Prepare students, faculty, and community partners for a successful CBL experience.
2. Support all parties as a neutral resource throughout the experience.
3. Process and electronically document all paperwork involved with the CBL experience.
4. Collect, compile, and distribute results of surveys to interested stakeholders.

The undersigned agrees to, and will uphold, the terms and conditions of this Agreement.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Community Partner Signature: \_\_\_\_\_ Date: \_\_\_\_\_