



SERVICE LEARNING

Individual Service Option Agreement

Individual Service Options are natural extensions of usual course requirements.
(Check all that apply)

On campus Off campus Service Philanthropic Civic engagement

Service Description:

Write a brief description of the service you will complete and how it connects with this course.

Course:

Credit Hours:

Semester & Year:

Liability & Photo Release:

- Agreement must be signed by student and submitted to ISO Blackboard® Page, emailed, or interoffice mailed by instructor within 30 days after the start of a 15-week semester (10 days, for 5-, 7- or 12-week courses).
- Service must include 5 hours *each* of preparation, service, and reflection (total 15 hours).
- The faculty member will meet with the student on or before these dates:

Completion

- Once the project is finished, the student will submit a short description and the instructor will evaluate it. Instructor must submit service completion materials (via ISO Blackboard®, email, or interoffice mail) two (2) weeks (14 calendar days) before the end of the semester in order for the student to receive credit for the Individual Service Option.
- For project to be complete, faculty must send (via email or interoffice mail) either a student reflection on their service, or a product/assignment the student produced. Other documentation is appreciated.

Student agrees to notify the instructor as early as possible if he or she will not be able to finish the Service Option for any reason. In itself, a cancellation of a Service Option will not affect the student's course grade.

STUDENT (PLEASE PRINT)

SERVICE LEARNING FACULTY (PLEASE PRINT)

STUDENT SIGNATURE

SERVICE LEARNING FACULTY SIGNATURE

DATE

DATE

FOR OFFICE USE ONLY

RECORDED

COMPLETION SERVICE LEARNING APPROVED