



Service-Learning at William Jewell College  
500 College Hill • Campus Box 1105 • Liberty, Missouri 64068-1896  
(816) 781-7700, ext. 5052 • Fax (816) 415-5027  
Email: [servicelearning@william.jewell.edu](mailto:servicelearning@william.jewell.edu) • [www.jewell.edu](http://www.jewell.edu)

Agency Agreement

Agency: \_\_\_\_\_  
Name Address

On-Site Supervisor: \_\_\_\_\_  
Name Phone

\_\_\_\_\_  
Email address Position

Expectations of Site Supervisors

- Provide student with a basic orientation to the overarching mission and programs of your agency as well as specific instruction in the area of volunteer service in which the student will be engaged. *Orientation should address any safety precautions.*
- Allow student to complete at least \_\_\_\_\_ hours of volunteer service that assists your organization in meeting a human need and/or alleviating suffering.
- Provide feedback, contextual information and encouragement to the student during the course of volunteer service.
- Verify student's weekly hours-served log. *Maintenance of this record is the student's responsibility.*
- Complete a short confidential evaluation form provided at the end of the experience.
- Support objectives of coursework or program --- (William Jewell College Faculty member will provide).

Please offer a short description of the service-learning work in which the student will be engaged. Please read the professor's goals for course/program and indicate how the student will be providing meaningful service to the local community and how you or another staff person will help the student meet the course goals by learning about the context in which they are serving.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please sign and return to Service-Learning  
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I will allow selected William Jewell students to complete \_\_\_\_ hours of volunteer service under my supervision without any compensation beyond the fulfillment of the service-learning requirement of the course.

\_\_\_\_\_  
Signature of Supervisor

\_\_\_\_\_  
Date