



APPENDIX D: COMMUNITY ENGAGED LEARNING CONTRACT

*A Community Engaged Learning Contract is an agreement between a Community Engaged Scholar and an instructor to take an UPPER-DIVISION course for Community Engaged Learning (SL) credit. The instructor decides what exercises are worthy of Community Engaged Learning credit and whether the student has earned Community Engaged Learning credit. The work is not generally graded and does not affect the student's grade in the class. **The deadline for a student to file a Contract is no later than the fourth week of classes.***

THE PROCEDURES:

Students: Pick up a contract from the Community Engaged Learning Coordinator before the end of the second week of classes. Ask your instructor if he/she would be willing to work with you on a project worthy of Community Engaged Learning credit. If so, legibly print the information below and return the completed and signed contract to the Community Engaged Learning Coordinator.

Instructor: If you agree to take on this additional teaching responsibility, describe the work that the student will complete and sign below as indicated. Questions? Email Kristin Brubaker (Kristin.brubaker@usu.edu). The Community Engaged Learning Scholars Program will send you a copy of the contract at the end of the semester to verify completion.

Student's Name	Student's Email	Student's A #
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Instructor's Name	Title	UMC
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Instructor's Email	Course Title
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Course: Department, Number	Credit Hours	Semester/Year
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Student's Signature	Date
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Instructor's Signature	Date
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THE REQUIREMENTS:

- Contracts are for use by Community Engaged Scholars only.
- The contract must be for an upper-division class that is part of the student’s plan of study.
- Contracts may not be used retroactively for classes taken previously.
- “Incompletes” are not permitted. The student must finish the Community Engaged Learning work in the semester contracted.

THE WORK:

The work needs to meet a community need, integrating learning, action, and reflection (usually a reflective paper, relating the activity to the disciplinary content being discussed in the course and what the student learned through the activity about the discipline, the community needs, and themselves). The work should provide intellectual enrichment that goes beyond regular course material. The student and the instructor should meet outside of class at least bimonthly to discuss the project. The community agency or partner the student is working with must be involved in the development of the project. Please outline below the following:

- Brief Description of Service-earning Credit Project:
- How the project ties to course concepts
- The community agency the student will be working with (include supervisor and contact information) :

END OF SEMESTER

By signing this you certify that the Community Engaged Learning Contract was completed as planned and to your satisfaction. Form must be completed and returned to the Community Engaged Learning Coordinator, or TSC 318 by the last day of classes.

Instructor’s Signature

Date