



Grand Rapids Community College
143 Bostwick Ave. NE
Grand Rapids, MI 49503

**ACADEMIC SERVICE-LEARNING CENTER
&
COMMUNITY SCHOLAR AGREEMENT**

STATEMENT OF PURPOSE:

To provide a deeper understanding of guidelines and expectations for Grand Rapids Community College (GRCC) students, faculty, and staff and the Community Partners who participate in the following programs through GRCC’s Academic Service-Learning Center (ASLC): Academic Service-Learning, Community Service Work Study, AmeriCorps, and other structured Service Experiences.

This agreement should reflect the construction of positive service experiences and mutual benefit for each of the students, faculty, and staff members of GRCC and the Community Partner.

Grand Rapids Community College’s mission is to provide the community with learning opportunities that enable people to achieve their goals.

The Academic Service-Learning Center’s mission is to provide students, faculty, and staff with opportunities that enrich and deepen learning and to encourage community engagement.

The Community Partner’s mission is to:

Community Partner facility address is:



This Agreement is entered between Grand Rapids Community College (GRCC), 143 Bostwick, NE, Grand Rapids, MI 49503-3295, and _____, hereafter referred as “Community Scholar”.

In consideration of the agreements set forth herein, GRCC’s Academic Service-Learning Center (ASLC) and the Community Partner agree as follows:

Effective Date. The effective date of this Agreement shall be Monday August 24, 2009.

Term. The term of this Agreement shall commence on Monday August 24, 2009 and shall end at midnight on Sunday August 22, 2010 subject to the termination provisions contained on page 4.

EXPECTATIONS OF THE PARTIES TO THIS AGREEMENT

GRCC students, faculty, and staff members will:

- a. Model appropriate, professional behavior when working with clients, partner staff, and community members when serving at the Community Partner.
- b. Meet the Community Partner's service goals.
- c. Abide by all policies and practices of the Community Partner, including maintaining client confidentiality.
- d. Be on-time and reliable.
- e. Call at least 24 hours in advance if unable to perform service during the scheduled time.
- f. Refrain from drug or alcohol use prior to or during service on-site.
- g. Become familiar with the neighborhood and environment of the service site with assistance from the Community Partner.
- h. Report immediately any suspicions of abuse, neglect, or criminal activity to both the Community Partner Site Supervisor and the GRCC ASLC administrator.
- i. Avoid service with vulnerable client populations until clearing all Criminal History Checks and/or other processes required by GRCC and/or the Community Partner or by law.

Community Partner Site Supervisor or his/her Designee will:

- a. Meet with the Academic Service-Learning Center representative(s) in order to facilitate the most mutually beneficial experience for all parties involved.
- b. Work with CSWS/Student Scholar to update Blackboard bio and service arrangements.
- c. Attend two Community Scholars Meetings per/semester (Sept / Nov, Jan / Mar, and June)
- d. Participate as a selected and/or elected Community Scholar Representative(s)
 - *attend annual conference, "The Institute: Service-Learning & Civic Engagement
 - *participate on semesterly ASLC Advisory Council meetings
 - *participate on ASLC Review Committee
 - *co-present with Campus constituents (on and/or off-campus)
 - *research and/or co-author in writing publications around community engagement
- e. Attend ASLC Celebratory Events
 - *Kick Off (September)
 - *Community Partner Open House (TBA)
 - *Celebration of Service (April)
- f. Provide specific training needed by students, faculty, and staff members prior to the beginning of their service at the Community Partner site. Necessary training can be provided through collaboration between the Community Partner and the Academic Service-Learning Center.
- g. Ensure that GRCC students, faculty, and staff members are aware of the unique nature of the population, clients, and environment of the Community Partner site and have received an orientation and any additional training the Community Partner deems necessary to successfully complete the service experience.
- h. Support students, faculty, and staff members as they interact with Community Partner personnel and clients, and provide guidance and advise as necessary and appropriate.
- i. Complete an evaluation regarding the quality of service provided to the Community Partner by GRCC students, faculty, staff, and the Academic Service-Learning Center.
- j. Ensure compliance with all federal and state laws.
- k. Assist in surveying the site environment to determine the level of risk and appropriate Risk Management policies.

Grand Rapids Community College Academic Service-Learning Center will:

- a. Inform students, faculty, and staff that they must abide by the Community Partner's rules and regulations while on site when performing responsibilities assigned by the Community Partner.
- b. Work in partnership with the Community Partner and faculty/staff to design service experiences that meet the needs of the Community Partner and the learning outcomes of students, faculty, and staff.
- c. Prepare students, faculty, and staff for service and facilitate ongoing reflection opportunities.

TERMS OF THE AGREEMENT

1. Non-Discrimination. The Community Partner recognizes that GRCC has a policy which states:
GRCC is an equal opportunity institution and does not discriminate on the basis of race, color, religion, sex, gender, age, national origin, weight, height, veterans status, marital status or non-disqualifying disability in any of its educational programs and activities, including admissions and employment. Further information may be obtained from the Director of Labor Relations, AA/EEO, 404B CPP, 143 Bostwick, NE, Grand Rapids, MI 49503-3295. Telephone: (616) 234-3453.
3. Refusal of Access. The Community Partner may temporarily refuse access to its premises to any GRCC student, faculty, or staff member who the Community Partner finds to be unable to participate in the experience at the premises of the Community Partner for reasons related to safety, health, non-compliance with applicable laws, personal or professional behavior.
4. Representation and Non-Displacement. The students, faculty, and staff members of GRCC participating in the service experience at the premises of the Community Partner shall not be considered employees of the Community Partner during their experience, and said persons shall not be entitled to any benefits provided by the Community Partner to its employees, including, but not limited to, any type of health insurance coverage, wages, fringe benefits, or unemployment benefits. Those duties performed by the student while participating in the service activity are being performed in fulfillment of service requirements of GRCC. The student, faculty, or staff member of GRCC may not displace a Community Partner employee or position, including partial displacement such as reduction in hours, wages or employment benefits, as a result of the use by such Community Partner of a GRCC student, faculty, or staff member in a program or project.
5. Insurance. All GRCC students, faculty, and staff members assigned to the premises of the Community Partner for service experiences shall have liability insurance in force with limits of at least \$1 million (money per occurrence) and \$3 million (money per aggregate), and evidence of such insurance coverage shall be provided upon request to the Community Partner by GRCC. The Community Partner, upon request of GRCC, will provide the College with proof that it carries appropriate liability and other insurances required by law.
6. Compliance with Policies, Regulations, and Rules. Students, faculty, and staff members of GRCC assigned to the premises of the Community Partner for service experiences will comply with the policies, regulations, and rules of the Community Partner. Both parties will mutually agree upon responsibility for the orientation of the students, faculty, and staff members assigned to the premises of the Community Partner.
7. Criminal History Checks. The Community Partner shall be responsible for ensuring compliance with all federal and state laws regarding criminal history checks or any other screening requirements imposed by law or through the bylaws of the Community Partner.
8. Hold Harmless. GRCC shall indemnify and hold harmless the Community Partner from any and all claims brought on behalf of any student, faculty, or staff member, or other third parties arising out of the act or omission by a student, faculty, or staff member of GRCC while involved in the service experience with a Community Partner. The Community Partner agrees to indemnify and hold harmless GRCC from any and all claims arising out of the act or omission by the Community Partner in the operation of its business or the operation of these service experiences.
9. Arbitration. GRCC and the Community Partner agree that if a dispute between them should develop concerning the terms and conditions of this Agreement, rather than filing a civil action, the parties agree that any such dispute shall be finally resolved through arbitration in accordance with MCLA 600.5035.
11. Persons to Notify. In the event that either party to this Agreement believes it is necessary to provide written notice to the other party, such notice shall be delivered to the following persons:

Academic Service-Learning Center:
Urminda Firlan, Ph.D.—Director
GRCC Academic Service-Learning Center
143 Bostwick, NE Grand Rapids, MI 49503-3295

Community Partner Name:
Community Partner Title:
Address:
City, State, Zip:

12. Termination: GRCC and the Community Partner may terminate this Agreement for non-compliance with the terms of this Agreement or applicable laws by giving sixty (60) days prior notice of the deficiency and an opportunity to correct. However, students, faculty, and staff members then participating in the service experience will be given the opportunity, if appropriate in the context of the reasons for termination, to complete their service at the Community Partner Site.
13. Applicable Laws. This Agreement shall be governed by the laws of the State of Michigan.
14. Entire Agreement. GRCC and the Community Partner agree that this Agreement is the Entire Agreement between the parties, and it may be amended only by written agreement of the parties.
15. Renewal Process. If neither party to this Agreement notifies the other party in writing at least thirty (30) days prior to the term end date stating the party will not extend this Agreement for an additional year, then it shall be deemed that GRCC and the Community Partner have renewed and extended the Term of this Agreement for an additional one (1) year, according to the following provision:
 - Grand Rapids Community College and the Community Partner continue to be committed to actively supporting the goals of the other and assessment of the Partnership via an annual review of the Educational and Community Partner Agreements by both parties warrants a continued partnership.
16. Non Assignment. GRCC and the Community Partner agree that the duties and obligations set forth in this Agreement shall not be assigned or in any way transferred to any other person or entity, without the written consent of GRCC and the Community Partner.



This Agreement has been executed by a duly authorized representative(s) of GRCC and the Community Partner on the date set opposite each signature.

Grand Rapids Community College

 Patti Trepkowski
 Dean, Interdisciplinary Studies & Instructional Support

 Date

 Urminda Firlan, Ph.D.
 Director, Academic Service-Learning Center

 Date

Community Partner

Printed Name: _____

Signature: _____

Title: _____

 Date