

Butler University
Student Service-Learning and Indianapolis Community Requirement (ICR) Agreement

This Agreement by and between _____ (student name) enrolled in _____ (course) and Butler University covers the following terms and activities.

As a student in this class I understand that I have made a commitment to complete my service at my assigned site and that my behavior and actions reflect on Butler University as a whole. I therefore agree:

To act responsibly and to show up for all events and service opportunities to which I have made a commitment.

To complete the _____ (number) required service hours throughout the semester and to fully document these hours according to class-specific and / or site-specific procedures.

To be consistent in my attendance and to read and follow any site-specific guidelines (attached).

Site: _____

Scheduled Date and Time: _____

To take direction from both the ACE (if present) and site staff.

To turn off my cell phone and any other electronic device that can distract me from my tasks.

To be responsible for my own transportation to the site.

To conduct myself professionally and treat all persons with respect.

To dress modestly and abide by any site-specific guidelines regarding dress.

To maintain confidentiality and to discuss confidential matters only with appropriate parties (e.g. site staff, professors, CCC staff, or ACEs).

To copy my ACE (if assigned) on all emails to my site and to respond promptly to emails sent by my ACE.

To follow all rules of the site.

To complete all required tests and or background checks required for site participation.

I further acknowledge that my participation in off-campus service is a privilege and that my failure to act responsibly according to the terms of this agreement may result in the termination of my eligibility to participate in community-based experiences in this class. I understand that the university may terminate my participation for reasons it deems appropriate, at its sole discretion. I understand that if I selected to complete the ICR component of the course, failure to do so will be permanently noted on my official transcript.

By signing below, I also acknowledge that as part of this course my classroom will be extended into the community and that my experiences in community settings may pose a variety of risks beyond those encountered on campus, including the risk of bodily injury. I agree to take appropriate precautions, based on my personal health and other circumstances, to ensure that this experience does not pose an undue health or other risk to me.

Student Signature: _____ Date: _____

University Representative Signature: _____ Date: _____

Instructor and student may keep copies of this document. **Original signed documents must be returned to the Center for Citizenship and Community in JH 109C.**