

# Agency Articulation Agreement

The purpose of this agreement is to establish a good-faith working relationship between the Fullerton College Service-Learning Program and non-profit, community service, and public service agencies seeking service learning students. The intent of the Agency Articulation Agreement is to help establish a few basic and mutually understood standards of cooperation that will help ensure the success of the program for all parties involved.

## Expectations of Community Agencies

In order to ensure the maximum education benefits to students, the Fullerton College Service Learning Program expects that community agencies receiving Fullerton College students will assist the program in the following ways. Please initial each section and sign on the reverse side.

**Signed forms must be returned to \_\_\_\_\_ at the following address:**

**Office of Special Programs – Service Learning  
Fullerton College  
321 E. Chapman Avenue  
Fullerton, CA. 92832:**

- \_\_\_\_\_ 1. The proper supervision and training for Fullerton College students will be provided. This includes an initial orientation on the overall purposes of the agency, the clientele it serves, and what its basic goals are. Training on specific duties should be sufficient so that the students will be able to carry out the responsibilities being requested of them.
- \_\_\_\_\_ 2. Fullerton College students will be considered for responsibilities and duties, as much as possible, commensurate with their educational background and the learning objectives of the course.
- \_\_\_\_\_ 3. That the agency will participate in the documentation of student hours as instructor of any difficulties arising during the service of an assigned student.
- \_\_\_\_\_ 4. The participating agency will agree to **immediately inform** the course instructor of any difficulties arising during the service of an assigned student.
- \_\_\_\_\_ 5. That the participating agency is willing to receive periodic on-site visits from the course instructor, Fullerton College administrators, and program coordinators.
- \_\_\_\_\_ 6. That the participating agency agrees to assist the Fullerton College Service Learning Program with assessment and tracking.

- \_\_\_\_\_ 7. That the participating agency provides accident and liability insurance for the service learning students while they are involved in agency-related activities.
- \_\_\_\_\_ 8. That students are not used to provide religious instruction, conduct workshop services, or engage in any form of proselytization; to assist, promote, or deter union organization; to finance, directly or indirectly, any activity designed to influence the outcome of an election to any public office; or to impair existing contracts for services or collective bargaining agreements.
- \_\_\_\_\_ 9. That the participating agency be willing to review course assignment(s) and consider the student's ability to accomplish course objectives through the assigned service project.

**If the above expectations are agreeable to your agency, please sign below.**

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

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

\_\_\_\_\_

Agency Phone: \_\_\_\_\_

Service Supervisor Name and Title: \_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_

Date

- Check here if you are interested in having information about your agency included in the Fullerton College agency directory on the Fullerton College Service Learning website.

*Thank you for participating in the Service Learning Program at Fullerton College!*