

Lower Richland High School

Community Service

Service Learning

Intern

Contract



Lower Richland High School
2615 Lower Richland Blvd.
Hopkins, SC 29061

Richland County School District One

Service Learning Contract

Student Name _____

School _____

Phone Number _____

Emergency Phone Number _____

Service Learning Teacher _____ Location _____

Student Email _____

Parent Email _____

Forms

Letter to parents

Student code of ethics

Student Evaluation

Cooperating Organization/ Supervising Teacher Evaluation

Time Sheet

Letter to Parents

Date:

Dear Parents:

It is a pleasure to have _____ enrolled in our service learning program. Through our program your child will cultivate an interest and understanding for the need to participate in community service activities. Our program will help students meet their civic requirements as citizens, accept responsibility and celebrate the accomplishments of achieving goals while being an aide to the community. The people and teamwork skills acquired by the students will be valuable to them in their future careers and as productive conscientious citizens.

Students in the Service Learning program have a unique opportunity to provide service to those within our school community and sometimes abroad. I readily give my students the responsibility, as their civic mindedness and awareness makes them cognizant of the need to be active contributors to their local and global community. It is a special person that can assume such a position among one's peers.

We request your assistance in emphasizing our community priority. The students in our program will practice community responsibility in the areas of creativity, action, and service. These skills will be practiced in various opportunities in the community. I am confident they will find their experiences to be worthwhile, interesting and fulfilling.

It is important that you and your child carefully read the information in this internship booklet.

If you have questions, please feel free to call me at school,

Instructor

Service Learning

Student Code of Ethics

While participating in a Service Learning Internship, I will practice good work ethics.

1. I will report to my internship at the scheduled time
2. I will remain at my internship experience until I am dismissed
3. If for some reason I am unavoidably detained or unable to show up for my internship experience, I will notify my instructor immediately.
4. I will be honest in all dealings concerning my internship experience with time and effort.
5. I will not waste time socializing with friends while on my internship experience.
6. I will not make or accept personal phones calls or text messages during my internship experience.
7. If I satisfactorily finish all work assigned to me, I will immediately inquire about what should be done next. If I am not able to contact my instructor, I will industriously seek out a task that needs to be done which I am capable of doing.
8. Regardless of what type of task I am performing, I will conduct myself in a polite and courteous manner, and present as neat an appearance as possible.
9. I will not perform other tasks that are not related to my work while I am on the job without explicit permission from my instructor.
10. I realize that to act inappropriately on the internship experiences reflects not only on me, but also on other students placed on internship experiences. I know it will reflect on all students for years to come who hope to participate in internship experiences. I, therefore, agree to uphold this code in order to maintain the reputation of my school, my instructor and myself.

Student Signature _____ Date _____

Student Evaluation of Internship

Students should have a completed evaluation for each quarter of interning. That is 4 for a yearlong internship and two for a semester internship. The evaluation should be turned in to your instructor at the end of each quarter.

Instructor Service Evaluation

Teacher should have a completed evaluation report for each quarter of interning. That is 4 for a yearlong internship and two for a semester internship. The evaluation should be kept on file as a part of the student grade.

Time Sheet

Students must perform a minimum of 90 hours of service. Teacher must sign next to each assignment student completes. Students can have assignments to other faculty and staff, those persons will then become responsible for signing the time sheet. The instructor must be aware of where students are performing tasks at all times.

Student Evaluation of Internship Experience

Please provide your student information and answer the following questions.

Student Name: _____

Service Site: _____

Place a check in the space beside each rating which best describes your service experience.

1. How would you rate the service experience?

Excellent _____ Good _____ Average _____ Fair _____ Poor _____

2. Did the experience meet your expectation?

Yes _____ No _____

3. Do you feel the experience enlightened your personal perspectives?

Yes _____ No _____

4. Did the experience alter your thinking about providing service?

Yes _____ No _____

5. What is the best thing that happened to you in this service experience? _____

6. How can the experience be improved? _____

Comments: _____

Service Site Evaluation Report

Student: _____

Supervisor: _____

Service Site: _____

Evaluate the student's performance using the following scale. Place a check in the space beneath each rating that best describes the student's performance during the service experience.

	Excellent	Good	Fair	Poor
Attitude				
Punctuality				
Cooperation				
Enthusiasm/Interest				
Courtesy				
Proper Attire				
Willingness to accept guidance				
Willingness to conform to rules and regulations				
How would you rate the service experience?				

How can the experience be improved? _____

Comments: _____

Time Sheet

Student Name _____

Instructor/Supervisor _____

[illegible]

Levels of Performance on a scale of 1 – 10 with 10 being the highest