

SERVICE EXPERIENCE AGREEMENT
EDUCATION CAREERS PROGRAM – KIRKWOOD COMMUNITY COLLEGE

STUDENT _____ SEMESTER _____
K-12 SCHOOL _____

CONDITIONS OF AGREEMENT:

1. The **student will** complete 15 hours at the service experience site and write a self-evaluation report at completion of the required 15 hours. The student also agrees to:
 - Maintain a grade of at least C and have no more than 4 hours of absence in Exploring Teaching.
 - Distribute the 15 hours over at least 5 different school days.
 - Not miss any Kirkwood classes to complete service hours.
 - Attend service when scheduled and only miss for legitimate reasons such as illness.
 - Inform the supervising teacher in advance of an absence.
 - Get supervising teacher approval prior to any schedule changes.
 - Dress and act in a professional manner.
 - Leave cell phone out of sight and turned off during entire time at the K-12 school.
 - Build positive, professional *teacher-student relationships* with students, and NOT communicate with or “friend” students through Facebook, Twitter, text, etc.
 - Be a positive role model for students at all times.
 - Follow instructions and not question teacher’s authority in front of students or staff.
 - Maintain confidentiality of private information about students, their families, etc.
 - Not air concerns about this service experience with anyone other than the supervising teacher and the Kirkwood instructor.
 - Ask supervising teacher if unsure about expectations or how to deal with student behavior.
 - Inform supervising teacher and Kirkwood instructor immediately about information that might affect the welfare of a K-12 student in the service classroom.
 - Address student misbehavior only in positive ways and inform supervising teacher immediately if unsure how to address student behavior, etc.
 - Contribute to building a learning community in which all are respected, involved, and valued.

2. The **Kirkwood instructor will** communicate via email periodically with the supervising teacher to monitor progress. Due to the brevity of the experience, a site visit is not conducted.

3. The **principal will** select a teacher who will supervise the student.

4. The **supervising teacher will** be responsible for:
 - scheduling the student to work hands-on with students in the supervising teacher’s classroom as much as possible, always under the supervision of the teacher (some observation during the 15 hours is expected and understandable);
 - responding via email to the Kirkwood instructor’s periodic requests for feedback on student progress;
 - initialing the attendance log each day; and
 - filling out an evaluation form at the end of the student’s 15 hours to assess student progress.

Student Signature _____ Date _____

Supervising Teacher Signature _____ Date _____

Principal Signature _____ Date _____

Kirkwood Instructor Signature _____ Date _____