**CBL Student and Site Supervisor Learning Agreement**

**Student _____ Supervisor _____**

**CBL Course _____ CBL Agency _____**

***Questions for the STUDENT:***

1. What do you hope to learn from your involvement in this agency?

2. How do you think you can contribute to the agency?

3. What guidance do you hope to receive from your supervisor?

4. What specific information would you like to receive in order to feel oriented to the site?

***Questions for the SUPERVISOR in consultation with the STUDENT:***

1. What do you hope and expect the student to learn from their involvement at your agency?

2. What would you like for the student to know about your agency prior to their involvement?

3. Please list the ways the student will get involved at your agency and/or the work you hope your student will perform at your agency during the semester:

(over)

4. Please indicate what the student can expect from you in terms of guidance and supervision:

5. Indicate the student's **schedule** (day(s) of the week and time(s) they will be expected to arrive at and depart from the agency). **Any scheduling changes are at the discretion of the supervisor and must be approved in advance**.

6. Describe your policies on punctuality, absences and missed shifts, and make-up time.*

7. Describe your policies around safety procedures, as well as other important information the student should know (e.g. parking, dress code, sign-in/sign-out process, etc.).

***NOTE**: The expectation of CBL placement-based students is that they are engaged in the community for 2 hours per week on a consistent basis (roughly 18-20 hours total per semester), which can also include, to a reasonable extent, the transportation time to and from campus. Holy Cross students are not required to be at their agency during Holy Cross breaks and holidays. The last day students are expected to be at their agencies is the last day of classes. Please visit our website for a detailed calendar: www.holycross.edu/cbl

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**CBL Student:** I agree to all of the specific arrangements outlined above regarding learning goals, orientation, placement work, volunteer schedule, and supervision.

Signature _____ Date _____

**CBL Site Supervisor**: I agree to all of the specific arrangements outlined above regarding learning goals, orientation, placement work, volunteer schedule, and supervision.

Signature _____ Date _____

*Please be sure to each keep a copy for your records.*