



COMMUNITY WORK STUDY @ ROCKHURST UNIVERSITY

Mutual Expectations Agreement

STUDENT INFORMATION

NAME:
ADDRESS:
TELEPHONE:
E-MAIL:

I AGREE TO DEVOTE ____ HOURS PER WEEK DURING THE FALL/SPRING SEMESTER 20__ TO MY COMMUNITY PARTNER PLACEMENT SITE.

MUTUAL EXPECTATIONS AGREEMENT

I. ORGANIZATION – We commit to:

- Providing thorough training, information and assistance to the student so that he or she can meet the expectations required of the position and their curriculum
- Providing adequate supervision to the student, including periodic performance feedback
- Respecting the individual needs of all students and making accommodations for those needs as they are presented
- Respecting student skill level and time availability as related to assigned tasks
- Providing appreciation and recognition of the student's contributions to our agency

I AGREE TO OVERSEE THE STUDENT'S SERVICE WORK AT THE ORGANIZATION/SCHOOL AND TO SIGN THE STUDENT'S VERIFICATION OF WORK FORM.

SIGNED: _____ DATE: _____

II. STUDENT – I commit to:

- Performing all assigned duties to the best of my ability
- Following all organization's rules of conduct and procedure
- Providing proper notice of absence so that alternate arrangements can be made
- Representing the organization and the university in a professional manner at all times during the project
- Respecting confidentiality rules of the organization and its clients
- To be open to feedback and supervision that will provide for my growth during this project

I UNDERSTAND THAT I AM NOT AN EMPLOYEE OF THE COMMUNITY ORGANIZATION AND THAT I AM PAID AS A WORK STUDY STUDENT AND MUST FOLLOW WORK STUDY PROCEDURES FOR PAYMENT.

SIGNED: _____ DATE: _____