

# Instructions for Service Learning Forms

University of Tennessee, College of Arts and Sciences

The safety and success of service learning depends on all participants understanding their roles and fulfilling their responsibilities. Careful documentation is part of this process. The forms necessary for your service learning project are designed to help make your experience safe and successful for you with as little confusion as possible. To help you remember what to do with each one, a summary of how to complete the placement paperwork for your project is below.

## Student Guidelines for Service Learning

Please read carefully to understand your responsibilities during your service learning project. A description of the liability insurance offered by UT Risk Management is also included.

## Student Enrollment Form for Service Learning Experiences

You **MUST** complete and return this form to participate in a service learning project. **All service learning students must purchase Student Professional Liability Insurance.** Read the liability waiver carefully before signing. If you are under 18, you will need a parent or guardian to review and sign the form. After you complete the form, please return it in person to the Office of Academic Outreach, 2-A Alumni Memorial Building (ground floor). To pay for the insurance, please bring a check for \$38.00 payable to The University of Tennessee and present it when you turn in your enrollment form. **You will immediately be issued a receipt; keep it as proof of your purchase of insurance.** Please do not send your check or your enrollment form through the mail.

## Service Learning Referral

Please take this form with you on your first visit to your placement site and give it to your supervisor. It contains important information about the quality of guidance you need to receive at your placement during your service, as well as forms for confirming your placement and for providing emergency contact information.

## Service Learning Placement Confirmation

If you agree to serve at your placement site, have your supervisor complete the Placement Confirmation postcard accompanying these instructions. The postcard should be returned to the Office of Academic Outreach as soon as possible so you can receive credit for all of your hours at the site. You may return the postcard in person, or you or the supervisor may mail it.

## Emergency Contact Information for Service Learning Student

Please fill out the information on this form (on the back of the Service Learning Referral) before making your first visit to your placement site. Give the sheet to your supervisor. The supervisor should place your emergency contact information on file in a readily accessible location at your placement site.

## **Questions? Problems? Comments? Lost Forms?**

Please contact the Coordinator of Service Learning at 974-2047 or [servlern@utk.edu](mailto:servlern@utk.edu).