

Service Learning Referral

University of Tennessee, College of Arts and Sciences

Dear School or Agency Supervisor:

The student presenting you this referral letter is participating in a service learning project in one of his or her courses in The University of Tennessee, College of Arts and Sciences. He or she wishes to serve as a volunteer in your agency or school for a number of weeks, and will obtain a grade in his or her UT class for the work done under your supervision.

Service learning is a method of experiential education which attempts to strengthen ties between theory and practice by placing students into service in the community as part of their coursework. Students apply what they are learning in the classroom to meet real community needs, and the classroom experience is likewise shaped by what students learn through their service. The service experience and the learning experience are approximately equal in their importance.

We would like the service learning experience to be safe and beneficial to all parties involved. You can enhance the safety and benefits of the service learning experience by following sound professional practices. We request that you adhere to the guidelines listed below when working with our service learning students:

Screening: Although we try to refer students who will be capable performers, it is not possible to screen all students participating in service learning experiences. Please use discretion in the screening process and inform service learning students of any background checks, etc. which they will undergo as a prerequisite to their service. Your agency or school has a right to decline service learning referrals from UT. Please inform us if you do not wish to receive further inquiries from us or our students.

Orientation: Please provide the service learning student with a general orientation to your agency or school as well as more specific orientation to the tasks that he or she will be performing. It is especially important to inform the student of all procedures, guidelines, and codes of ethics that must be followed (sign-in/sign-out, dress codes, confidentiality, etc.) and to discuss your school or agency policies regarding volunteer liability with the service learning student.

Records: Please keep emergency contact information for each service learning student on file in a readily accessible place. The service learning student will provide this information to you (see reverse side). It is also helpful to maintain a sign-in/sign-out log or other record of the hours the service learning student has served.

Supervision: Service learning students must always be directly supervised by a teacher or administrator, and must not be left alone with a student or client at any time.

Tasks: Since service learning places nearly equal emphasis on the values of service and learning, it is essential that students are given tasks that will provide a genuine learning experience for them. Routine office chores, cleanup, etc. should be assigned only to the extent that they relate to the broader duties of the service learning student.

Evaluation: Service learning students will receive a grade in their UT courses for their service. Please complete and return any evaluation forms the service learning student may provide.

Confirmation: If you agree to accept the service learning student referred to you, please complete and return the confirmation postcard.

Please contact the Coordinator of Service Learning at 974-2047 (phone/voice mail), 974-4352 (fax), or servlern@utk.edu, if you have any questions, problems, or comments. We welcome your suggestions on how we can improve our service learning programs and processes.

Service Learning Student Emergency Contact Information

(Please keep this for your record and file where readily accessible)

In case of an emergency while a service learning student is serving at your placement site, please seek help immediately and contact the person listed below. You should also contact the Office of Academic Outreach and Communications at (865) 974-4676. Please note any additional information or instructions the service learning student has listed below.

Name of Student:	Phone: ()	Date:
Emergency Contact Person		
Emergency Contact Person:	Relationship to Student:	
Daytime Phone: ()	Evening/Other Phone: ()	
University of Tennessee Course Information		
Department Name:	Phone: ()	
Course Title or Number:	Professor:	
Additional Information:		

Office of Academic Outreach and Communications
College of Arts and Sciences
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Knoxville, Tennessee 37996-1320
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