



## INDIANA UNIVERSITY

CENTER FOR INNOVATIVE  
TEACHING AND LEARNING

Office of the Vice Provost for Undergraduate Education /  
University Information Technology Services  
Bloomington

### Statement of Expectations Indiana University Service-Learning Program

The IU Service-Learning Program, facilitated through the Center for Innovative Teaching and Learning (CITL), requires IU faculty members and the community partner agencies with whom they will be working to complete this Statement of Expectations for service-learning projects at IU.

*Complete this form by clicking on the grey text and typing.*

This Statement of Expectations is intended to clarify the roles and responsibilities of Head Start and Emma Schiestl for PSY-X476 in the School of Psychology for the Fall 2024 semester. It is not intended to be construed as a partnership between IU and the community partner agency, and the IU faculty member whose contact information is listed below does not have signature authority to enter into any binding agreement on behalf of Indiana University.

#### Description of service-learning relationship

##### *For Direct Service:*

Service needs of the agency: Direct observations and interaction within SCCAP Head Start classrooms of daily activities, teaching methods, and behavior interventions.

*(NOTE: Consistent with IU policy, students may not perform service as a course requirement when IU is closed due to inclement weather. Be sure to articulate how you will address this if a closing happens.)*

Number of students: 4-5 students

Number of hours per week: 8-10 hours per week

Number of weeks during the semester: 16 weeks

#### Instructor responsibilities

Instructor intends for students to learn and reflect on the following: [\*Click here to enter text.\*](#)

Instructor will address students who fail to meet agency expectations as follows: [\*Address issues of communication, missing service, ramifications for grades. Include language in syllabus.\*](#)

Syllabus attached or shared with community partner

Faculty/instructor able to serve at agency

#### Community Partner Agency Responsibilities:

Community Partner Agency acknowledges and understands that the university has a Programs Involving Children Policy (<http://policies.iu.edu/policies/categories/administration-operations/public-safety-institutional-assurance/PS-01.shtml>).

Pursuant to that policy, when IU students are participating in a service learning project that involves children at an external agency, the IU Service-Learning Program shall defer to and follow the external agency's background checks policy. Accordingly, Community Partner Agency, as the external entity, agrees that it is responsible to perform background checks in accordance with its policy on any IU student working with children as part of the service learning project/activities described herein. Community Partner Agency acknowledges and understands that IU has not background checked any IU student who may be placed with the Agency.

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If there is no background checks policy in place at the Community Partner Agency, Agency and the IU Service-Learning Program shall work cooperatively to decide if the IU policy should apply.

Community Partner Agency is solely responsible for the training and supervision of students, explained in further detail as follows: Head Start (HS) is a family centered child development program whose mission is to promote school readiness by enhancing the social and cognitive development of children through the provision of educational, health, nutritional, social and other services to enrolled children and families. Children participate in a variety of educational activities that reflect best practices in early education. We strive to create a learning environment that will develop cognitive, social, emotional, and physical skills. We encourage parents to build their skills by becoming involved in our program, doing this helps to increase self-confidence and problem-solving skills in both the parents and children.

Students will need a fingerprint background check, TB Test, a physical, and to attend an onsite orientation before beginning service. Students are responsible for tracking their hours on the blue “Head Start Service Learner Sign-In Sheet” that can be found in the classroom assigned to them. Students are expected to complete a weekly [check-in form](#).

Community Partner Agency will address students who fail to meet agency expectations as follows: ACE will address the first instance with student attendance or behavior, except in circumstances of extreme behavior concern, which will be addressed by a SCCAP Head Start representative. ACE will document any issues addressed for the instructor. SCCAP Head Start representative will address any second instance of attendance or behavior concern with students and will inform instructor of concerns. A third instance of attendance or behavior issues could result in the student being dismissed from service learning at SCCAP Head Start. Cases of extreme behavior concerns that could jeopardize the health or safety of children, families, or staff will result in a student’s immediate dismissal from service learning at SCCAP Head Start.

### **Communication:**

Community Partner Agency and Instructor agree to communicate in the following ways, if deemed necessary by mutual agreement:

- **Before the course:** Meet or communicate to plan the partnership
  - Met or otherwise communicated
- **During the course:** Maintain regular communication
  - From **agency** and **Instructor**: At a minimum biweekly email communication to address any concerns the agency or service-learners may have, as well as a mid and end of semester hour report for students.
    - Notify Instructor as soon a problem arises
    - Notify Instructor and students when the agency is closed unexpectedly (Ex. weather emergencies)
  - From **Instructor** and **agency**: Articulate the type, frequency, and content of communication, ex.
- **After the course:** Debrief to evaluate and identify opportunities for improvement. Update partnership agreement, as needed

### **Role of the ACE (Advocate for Community Engagement)**

If an ACE works at the agency, what will they do for this partnership? Provide information regarding Head Start and service learning, conduct orientations, give students placements based on availability, track hours, and provide reflection forms at the end of the semester.

#### **Agency Contact Information**

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Center for Innovative Teaching and Learning  
Indiana University Bloomington

#### **Faculty Contact Information:**

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**(Staff or ACE):**

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01/23/24

Name

Phone

E-mail

Date

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