

**COMMUNITY-BASED LEARNING EXPERIENCE AGREEMENT BETWEEN  
Grand Valley State University  
And**

\_\_\_\_\_ (Agency/Organization)

As the faculty member for \_\_\_\_\_ course at Grand Valley State University (GVSU) in Allendale or Grand Rapids, Michigan, I want to thank you for providing GVSU students with community-based learning (CBL) opportunities at \_\_\_\_\_, located at \_\_\_\_\_ hereinafter referred to as **Agency**. To assure that we are all working from the same framework, I would like to outline for you the nature of the community-based learning requirements that the University places on its students and what we hope you can provide.

This agreement will be in effect from \_\_\_\_\_ until \_\_\_\_\_ and shall apply to any future students who may fulfill their community-based learning requirements at the **Agency** until the agreement expires.

**Responsibilities of Grand Valley State University:**

1. Plan and administer, in consultation with the **Agency** and the student, a community-based learning experience that will qualify for the intended academic experience and benefit the **Agency**.
2. Provide the **Agency** with the name(s) of student(s) to be assigned to the **Agency**.
3. Inform all students that they shall be required to abide by the rules of the **Agency**.
4. Maintain all education records and reports relating to the educational program of its students, and comply with all applicable statutes, rules, and regulations respecting the maintenance of and release of information from such records. The **Agency** shall have no responsibility regarding such records and shall refer all requests regarding such information to GVSU.
5. Inform each student of the importance of maintaining health insurance to defray the cost of hospital or medical care that might be required during the period of the community-based learning experience. GVSU shall also inform each student of the potential monetary liability the student might incur as a result of failure to maintain sufficient coverage.
6. Maintain Comprehensive General Liability Insurance for all students.

**Responsibilities of the Agency:**

1. Make the final determination as to whether to accept a particular student for the community-based learning experience.
2. Provide qualified supervision of each student during their community-based learning experience.
3. Provide the Student with appropriate training and resources to foster a safe and productive learning experience
4. Provide each Student in the Facility with the relevant policies, rules, regulations, safety training and expectations with which the Student is required to comply.
5. Promptly notify the faculty member of any inappropriate behavior on the part of the student. The **Agency** shall have the authority to request the withdrawal of any student for reasonable cause and GVSU will immediately investigate and take appropriate action.
6. Provide periodic reports and/or evaluations of the student's work and communicate immediately to the faculty member any concern regarding the Student's performance or progress.
7. Maintain Comprehensive General Liability Insurance or its equivalent and provide a certificate of insurance evidencing such insurance coverage.

Mutual responsibilities: Both **GVSU** and **Agency** agree to comply with and be separately responsible for compliance with all laws, including anti-discrimination laws, which may be applicable to their respective activities under this Agreement. Both GVSU and Agency promise to act in an ethical and responsible manner for their respective activities and actions taken on its behalf under this program. GVSU is not responsible for student work.

<b>Faculty member:</b>	<b>Agency/Organization Signatory:</b>	<b>Unit or Department Head:</b>	<b>GVSU Dean:</b>
Signed: _____	Signed: _____	Signed: _____	Signed: _____
Name: _____	Name: _____	Name: _____	Name: _____
	Email: _____		
Department: _____	Title: _____	Title: _____	College: _____
Date: _____	Date: _____	Date: _____	Date: _____

**Scan and email fully signed agreement to: Agency Contact**

**Mail hard copy to: Linda Stratton c/o Director for Civic Learning and Community Engagement,  
Provost's Office, 3090 JHZ**

**cc: Legal Compliance & Risk Management Division, 4068 JHZ**