

**Butler University**  
**Student Service-Learning and Indianapolis Community Requirement (ICR) Agreement**

This Agreement by and between \_\_\_\_\_ (student name) enrolled \_\_\_\_\_ (course) and in Butler University covers the following terms and activities at \_\_\_\_\_ (site name).

I understand that the ICR component of this class is a part of my academic coursework, that I have made a commitment to my assigned site, that any misrepresentation of my hours or experience on site falls under Butler University's Policy on Academic Integrity, and that my behavior and actions in the community reflect on Butler University as a whole. I therefore agree:

To conduct myself professionally and treat all persons with respect.

To follow all Butler University and community partner guidelines for health and safety, whether on- or off-campus.

To read and follow any site-specific rules or guidelines and to complete all required paperwork, tests and or background checks required for site participation.

To be consistent and commit to attend all events and service experiences for which I have been scheduled or for which I have scheduled myself.

To complete the \_\_\_ required engagement hours, making steady progress throughout the semester (no more than 3.5 hours per week on site may be counted toward the required service hours except by prior approval by both the instructor and CCC staff).

To abide by any course specific deadlines and policies for completion of required hours.

To accurately document my hours on site according to class-specific and/or site-specific procedures.

To take direction from both the ACE (if assigned) and site staff.

To turn off my cell phone and any other electronic devices (unless otherwise directed) that can distract me from my work on site.

To be responsible for my transportation to the site and to seek help from my ACE (if assigned) and/or CCC staff if exigencies arise.

To maintain confidentiality, both in person and on social media, and to discuss confidential matters only with appropriate parties (e.g., site staff, professors, CCC staff, or ACEs).

To copy my ACE (if assigned) / CCC Staff or community partner on all emails to my site and to respond within 24 hours to emails sent by staff.

I further acknowledge that my participation in ICR activities is a privilege and that failure on my part to act responsibly according to the terms of this agreement may result in the termination of my eligibility to participate in community-based experiences in this class. I understand that the university may terminate my participation for reasons it deems appropriate, at its sole discretion. I understand that the ICR is a mandatory part of the Core Curriculum and failure to complete this requirement will be noted on my transcript and impacts my eligibility for graduation.

I also acknowledge that as part of this course my classroom will be extended into the community and that my experiences in community settings may pose a variety of risks beyond those encountered on campus, including the risk of bodily injury. I agree to take appropriate precautions, based on my personal health and other circumstances, to ensure that this experience does not pose an undue health or other risk to me.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

University Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_

