

## Community Studies Seminar Student Responsibilities

- Contact and schedule initial meeting with site supervisor to explore the degree of a good match with potential groups/agencies.
- Sign *Learning Agreement Covenant* once site agreement occurs.
- Commit to eight hours per week at site (schedule to be worked out between student and site supervisor).
- Commit to a monthly one-hour supervisory meeting with the site supervisor.
- Commit to an orientation with faculty and staff.
- Get acquainted with the history, mission of the organization, and physical layout, and staff. Discern what is needed to get settled into the site.
- Develop a mutually agreed upon *Learning Agreement Covenant* with site supervisor.
- Monitor the Terms of Commitment in monthly one-hour supervisory meetings with the site supervisor.
- Participate in faculty-led reflections with Meadville Lombard faculty with a focus on processing what you are learning at the site including your interactions and tasks.
- Complete monthly site logs, mid-point and final evaluations that include observations and insights (to be reviewed with your site supervisor and submitted to the Director of Contextual Ministry).
- Share any concerns that you might have with both your site supervisor and then with the Director of Contextual Ministry. Also use the reflections course to process concerns.