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.