

Service Learning Contract

To be completed by the student writer and the agency contact during initial meeting; all three parties (student writer, agency contact, and instructor) should have a copy of the completed document.

PART 1 **Contact Information**

Organization: _____

Web Address: _____

Location: _____

Mailing Address: _____

Agency Contact: _____ Title: _____

Phone #: _____ Email: _____

Student Service Learner/Writer: _____

Phone #: _____ Email: _____

Instructor: Marisa Brandt

Phone #: 612/625.1393 (office)

Email: bran0368@umn.edu

Course: WOST4402: The History of Western Feminisms

Semester/Year: Spring 2005

PART 2 **Logistics and Goals**

Paraphrase the mission statement of the organization:

Briefly describe the kind of document to be written (audience, purpose, topic, length).

How will the document be used (printed in newsletter, distributed as flyer, kept for agency's internal use, for example)? Who will be its primary readers? If there are secondary readers, who will they be?

How will the writer get the information she or he needs (from the university library, the agency's library, interviews, other)?

DUE DATE: February 14

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How often will the student and the agency contact confer? How will this take place?

Agency contact and student writer understand and feel comfortable with each of the following:

- ___ Agency mission statement
- ___ Student writer's goals for service learning
- ___ Agency expectations of student writer
- ___ Communication plan between agency mentor and student writer

PART 3 **Deadlines**

- _____ draft (April 4)
- _____ final copy (May 12, noon)
- _____ polished "public" copy (May 14)
- _____ presentation (date TBA – early May)

Writer's signature _____ date _____

Agency Contact's signature _____ date _____

Instructor's signature _____ date _____

(this form adapted from Kristen Hogan's form from: The Rhetoric of Feminist Spaces)

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