

## Instructor/SRL Agreement

To be discussed, agreed to, and signed by the SRL and Instructor.  
SRL and Instructor should each keep a copy of this agreement  
SRL will provide a copy of this agreement to Selena Hilemon, [shilemon@unca.edu](mailto:shilemon@unca.edu)  
248 Highsmith Student Union by December, 5<sup>th</sup> 2014 for the Spring 2015 semester

### Duties and Responsibilities of the Student Reflection Leader

*Key Center (please check each box to signify agreement)*

- Attend and participate in SRL Orientation Meeting (date will be e-mailed upon acceptance)
- Attend and participate in three (3) Key Center training sessions and one de-briefing session
- Facilitate end of semester service-learning student course surveys for the Key Center
- Participate in an evaluation of the SRL program

*To be discussed and agreed upon with the Instructor \**

- Attend class meetings and service events**

*List below when and how SRL will meet with students either in class or out of class to facilitate reflection and assistance with service component of course.*

**When** (e.g., during the last 10 minutes of class, once per week):

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**How** (e.g., in person, by e-mail, by course discussion board, etc.):

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- Guide critical reflection activities that enhance students' curricular learning through service**

*List below the types of activities and/or assignments SRL will be responsible to facilitate:*

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- Support students in their service to community partners

*List below the responsibilities of the SRL to facilitate the service component of the course:*

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\* SRLs are expected to work an average of 2-3 hours a week, not to exceed 40 hours total

\_\_\_\_\_  
Signature (Student Reflection Leader)

\_\_\_\_\_  
Date

*By signing, I am making the commitment to perform and complete the duties and responsibilities of a Student Reflection Leader as outlined above. I also agree to communicate with the instructor about any concerns or problems I face, or questions I have related to my role as an SRL in this course.*

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### Responsibilities of the Instructor When Working with an SRL

Instructors are expected to work with the Student Reflection Leader (SRL) to plan and facilitate reflection and service activities, thereby providing SRLs access to faculty mentorship and knowledge about how course plans are constructed.

#### To be discussed and agreed upon with the SRL

- Collaboration:** I (instructor) agree to work with the SRL to establish times and responsibility for leading critical reflection as part of the regular course work as outlined in the Instructor/SRL Agreement (on page 1 of agreement).
- Integration:** I (instructor) agree to integrate the SRL as a peer leader into the course before, during and after students' engagement in service. This includes explicit support of the SRL to work with students enrolled in the course.
- Evaluation:** I (instructor) agree to provide useful feedback to the SRL throughout the semester to improve her/his effectiveness in guiding critical reflection and assisting students in their service.

\_\_\_\_\_  
Signature (Instructor)

\_\_\_\_\_  
Date

*By signing, I am making the commitment to advise and collaborate with the Student Reflection Leader as outlined above. I also agree to communicate with the SRL about any concerns, problems, or questions related to their role as an SL in this course.*