**[name of your project] partnership**

# Learning Contract

**Overview:**

[Provide an overview of the project here.]

**Partners:**

[List both the community partner and the course here with descriptions of their missions and goals.]

**Expectations:**

This contract documents and confirms the mutual understanding of the instructor and students of [list course] and [other community partners here] the commitments and expectations of each with regard to these partnership projects.

*These projects are based on the following principles of reciprocity with the explicit understanding of mutual benefit between and among all parties:*

* Clearly defined and understood mutual goals
* A jointly developed structure and shared responsibility
* Mutual authority and accountability for success
* Sharing of responsibility and of rewards
* Collaborative process enabling participants to combine their knowledge, skills, and resources to accomplish more together than they could on their own

*Instructor will:*

* Facilitate the learning process among the students
* Facilitate project collaboration efforts between students and partners
* Support funding pursuits by the partner
* Serve as the point of contact for questions, concerns during the semester and after the course is completed

*Students will:*

* Designate a key informant to communicate with the partner and coordinate partner activities related to the project—at least [include how many hours per week here] during the semester
* *Example: Engage in the complexities of a negotiated design process occurring between multiple stakeholders in a professional and ethical manner*
* *Example: Display high levels of professionalism, motivation, and initiative when engaging with community partners*
* [List specific expectation here]
* [List specific expectation here]

*Community partner will:*

* Designate a key informant to communicate with students and coordinate partner activities related to the project—at least [include how many hours per week here] during the semester
* *Example: Oversee and implement the project maintenance and sustainability plan*
* *Example: Report any questions or concerns to the instructor*
* [Add specific expectations here]
* [Add specific expectations here]

**Timeline:**

August [Add timeline here]

January

February

March

April

May

**Funding (as applicable):**

*Example: Funding for this project will come via the Service-Learning Fellows Grant program through the Office of Engagement. See attached budget for more information.*

**Contact Information:**

[List faculty member here and contact information]

[List community partner here and contact information]

**Potential Community Partner Key Informant(s):**

Name: Title:

Email: Phone:

Name: Title:

Email: Phone:

Name: Title:

Email: Phone:

**Signatures:**

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Student Signature Print Cell Phone #

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Purdue Instructor Signature Print Cell Phone #

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Community Partner Signature Print Cell Phone #