



# Service Learning Toolkit for Community Partners

## Welcome!

The purpose of this toolkit is to provide you with information, references, and resources that you may find helpful in brainstorming, creating, and assessing the needs of your organization, the community needs around you, and the types of projects that can be created to meet those needs and the needs of the service learning students placed within your organization. The Service Learning Center is hosted on the Kenosha campus; however, the Center services Kenosha, Racine, and Walworth County organizations.

## What is Service Learning?

Service learning is similar to volunteering in that students are giving their time and skills to meet a community need and complete a project at a non-profit or community organization. The main differences are that students must be a part of a project that is meaningful and relative to their area of study, contains activities that are mutually beneficial to all parties involved, and requires the students to be conscious of all activities they perform (active reflection).

Students must complete a reflection at the end of their experience that makes them think about what they did, why they did it, how it matters to their goals and the community's needs, and what it will matter five years from now.

Service learning requires this active reflection so that participating students consciously link their project or experience with classroom practices, learning objectives, and their personal career goals.

## What is Your Role?

As a Community Partner, your role is to supply the student with a student-friendly and flexible environment that is conducive to a positive work experience. You are asked to supply a supervisor who will be both the student's, instructor's and the Service Learning Center's contact person. Please supply the student, instructor, and the Service Learning Center with a list of expectations that the student will be required to meet during their time within your organization.

Also, you are expected to contact the Instructor or the Service Learning Center if the student is not a good match for your organization or if you have problems in relation to the student placed at your sight. We want this experience to be beneficial for both the student and your organization; therefore, we need to be informed when the match doesn't fit.

## What is Your Student's Role?

As a student, it is their duty to be aware of the organization's needs and to provide assistance where and when it is needed. They must contact the agency to arrange the initial meeting to

discuss the service learning hours and project (The Service Learning Center can assist with this role).

They must adhere to the organization's rules and procedures, including the confidentiality of the organization and client information. Also, they must operate with integrity and professionalism at all times; which includes being punctual, meeting deadlines and being open to supervision and feedback which will facilitate learning and personal growth.

They must periodically reflect upon and reevaluate their service learning experience while linking what they observe and participate in back to the classroom, to their personal educational goals, and their future career goals.

### What is the Service Learning Center's Role?

The Service Learning Center is to act as a liaison between the organization, students, and faculty. We provide support and guidance for any challenges that may arise. We also act as a third contact in case of difficulties or challenges that may arise at the community site for both community partner and student. We provide classroom service learning orientations and reflection sessions as requested. We assist with placing students into organizations or finding projects to suit the student. We also provide forms, instructions, resources, and materials that students, faculty, and the community partners may need/request for their service learning experience.

Questions, comments, or to make an appointment, please contact the Service Learning Center:

Madeline Carrera, *Service Learning Coordinator*  
Kenosha Campus – Academic Building 232  
Office Phone: 262-564-3138  
Email: [carreram@gtc.edu](mailto:carreram@gtc.edu)

## Table of Contents & Intentions (Community Partner Edition)

### ➤ Guidelines and Limitations

Guide for mostly students on what is expected and what is not allowed; however, it is useful for all parties involved to know what is expected. Standard Rules and Signature sheet to create a contract with students to act professionally and consciously throughout their service learning experience.

### ➤ Needs Assessment

This assessment should be completed by the Community Partner to figure out the exact needs so that the Service Learning Center can better address them. This should be completed with the Service Learning Specialist, if available; however, it can be completed by the community partner on their own as well.

### ➤ Service Learning Partnership Agreement

This is included in the student's toolkit and required by the student and community partner to complete. This is a good reference for each person's role in Service Learning and a reference for what the student will be accomplishing at their site. The student should bring this to the community partner on their first day if the instructor wishes to use it. If not, the community partner can opt to use it as well.

### ➤ Service Learning Placement Feedback

This is included in the student and community partner toolkits, but it can be handed to the student from the instructor as well. This should be completed at the end of the semester about their specific placement in the community. It should be clear at the beginning if the instructor is going to use this feedback method. If not, the Service Learning Center would like the request that the student fills it out and sends it to the SLC for statistical purposes.

### ➤ Student Evaluation of Service Learning

This should be completed at the end of the semester by the student about their service learning experience. This should be distributed by the instructor. This is a reference for the community partner.

### ➤ Community Partner Survey

This survey should be completed at the end of the semester around the time the student is completing their own end-of-placement feedback surveys. This is for statistical purposes and for keeping track of the projects completed, student hours, and community partner relationships. Any questions, please contact the Service Learning Center at anytime.

# Service Learning Guidelines and Limitations



The Student agrees to abide by the following Guidelines and Limitations:

## Guidelines

- ◆ **Ask for help when in doubt:** Your site supervisor understands the issues at your site and you are encouraged to approach him/her with problems or questions as they arise. They can assist you in determining the best way to respond to difficult or uncomfortable situations. Feel free to contact your professor or the service learning office with questions concerning your placement.
- ◆ **Be punctual and responsible:** Although you are volunteering your time, you are participating in the organization as a reliable, trustworthy and contributing member of the team. Both the administrators and the person whom you serve rely on your punctuality and commitment to completing your service hours/project throughout your partnership.
- ◆ **Call if you anticipate lateness or absence:** Call the site supervisor if you are unable to come in or if you anticipate being late. Be mindful of your commitment, people are counting on you.
- ◆ **Respect the privacy of all clients:** If you are privy to confidential information with regard to the persons with whom you are working (i.e. organizational files, diagnostics, personal stories, etc.), it is vital that you treat it as privileged information. You should use pseudonyms in your course assignments if you are referring to clients or the people you work with at the service site.
- ◆ **Show respect for the community-based organization you work for:** Placement within community programs is an educational opportunity and a privilege. Keep in mind, not only are you serving the community but the community is serving you by investing valuable resources in your learning.
- ◆ **Be appropriate:** You are in a work situation and are expected to treat your supervisor and others with courtesy and kindness. Dress comfortably, neatly and appropriately. Use formal names unless instructed otherwise. Set a positive standard for other students to follow as part of Gateway's service learning initiative.
- ◆ **Be flexible:** The level or intensity of activity at a service site is not always predictable. Your flexibility to changing situations can assist the partnership in working smoothly and producing positive outcomes for everyone involved.
- ◆ **Evaluate:** Your input on your service experience and the community agency are valuable tools for future service-learning projects. Submit all of your evaluations on time.

# Service Learning Guidelines and Limitations



## Limitations

- ◆ **DON'T** report to your service site under the influence of drugs or alcohol.
- ◆ **DON'T** give or loan a client, money or other personal belongings.
- ◆ **DON'T** make promises or commitments to a client you cannot keep.
- ◆ **DON'T** give a client or agency representative a ride in a personal vehicle.
- ◆ **DON'T** tolerate verbal exchange of a sexual nature or engage in behavior that might be perceived as sexual with a client or community organization representative.
- ◆ **DON'T** tolerate verbal exchange or engage in behavior that might be perceived as discriminating against an individual on the basis of their age, race, gender, sexual orientation, ability, or ethnicity.
- ◆ **DON'T** engage in any type of business with clients during the term of your service.
- ◆ **DON'T** enter into personal relationships with a client or community partner representative during the term of your service.
- ◆ **DON'T** use the service opportunity to engage in personal benefit for either yourself or someone you know.

# Service Learning Guidelines and Limitations



Student's Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Date \_\_\_\_\_



## COMMUNITY PARTNER NEEDS ASSESSMENT FORM

Please complete this form to the best of your ability. All of the data will be entered into the Service Learning Community Partners Database so that we can better serve your organization. If you have questions, please contact us at any time. We are here to be as much or as little help as you need.

*Please contact the Service Learning Center at [carreram@gtc.edu](mailto:carreram@gtc.edu)*

### CONTACT INFORMATION

ORGANIZATION NAME: \_\_\_\_\_ Website: \_\_\_\_\_

NAME: \_\_\_\_\_ TITLE \_\_\_\_\_

Address, City, & Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_ Ex. \_\_\_\_\_ Fax #: \_\_\_\_\_

E-mail: \_\_\_\_\_

### ORGANIZATION OVERVIEW

**Organization Mission:**

<b>Please indicate your organization's focus area(s).</b>	<input type="checkbox"/> Senior Care	<input type="checkbox"/> Children/Youth	<input type="checkbox"/> Arts & Culture	<input type="checkbox"/> Women
	<input type="checkbox"/> Conflict Resolution	<input type="checkbox"/> Nonprofit/Business Management	<input type="checkbox"/> Human Services	<input type="checkbox"/> Animal Welfare
	<input type="checkbox"/> HIV/AIDS	<input type="checkbox"/> Immigrants/Refugee Assistance	<input type="checkbox"/> Disabilities	<input type="checkbox"/> Computer / Technology
	<input type="checkbox"/> Environmental Protection	<input type="checkbox"/> Adult Education/Literacy	<input type="checkbox"/> Legal/Advocacy	<input type="checkbox"/> Workforce Development
	<input type="checkbox"/> Homelessness / Hunger	<input type="checkbox"/> Mental Health	<input type="checkbox"/> Health & Wellness	<input type="checkbox"/> Other (please describe)
<b>Check all that apply.</b>				

### SERVICE LEARNING OPPORTUNITIES

(Check all that apply)

<b>Service Learning Students are needed</b>	<input type="checkbox"/> One-time basis (i.e. special events, specific projects) <input type="checkbox"/> On-going basis
<b>Service Learning Students are needed for</b>	<input type="checkbox"/> Special Events <input type="checkbox"/> Fundraising <input type="checkbox"/> Administrative Work <input type="checkbox"/> Advocacy <input type="checkbox"/> Other (please describe):
<b>Service Learning Students are needed</b>	<input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday <input type="checkbox"/> Sunday  <input type="checkbox"/> AM <input type="checkbox"/> AM <input type="checkbox"/> AM <input type="checkbox"/> AM <input type="checkbox"/> AM <input type="checkbox"/> AM <input type="checkbox"/> AM <input type="checkbox"/> PM <input type="checkbox"/> PM <input type="checkbox"/> PM <input type="checkbox"/> PM <input type="checkbox"/> PM <input type="checkbox"/> PM <input type="checkbox"/> PM
<b>Service Learning Students are required clearances</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what clearances:  If yes, does the organization pay for the clearances:
<b>Service Learning Students are required to complete an agency training program</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please describe what this program entails:
<b>Is this organization accessible</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No



<b>by public transportation?</b>	Please list:
<b>How many service Learners can this organization accommodate in one semester?</b>	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> Other:
<b>How many hours can this organization provide a semester (15 weeks long) per student?</b>	<input type="checkbox"/> less than 20 <input type="checkbox"/> 21-30 <input type="checkbox"/> 31-40 <input type="checkbox"/> 41-50 <input type="checkbox"/> 51-60 *Note: Students in the Learning to Serve (890-105) class minimum requirement is 36 hours per semester.
<b>Does this organization carry liability insurance that covers volunteers/service learners?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No *Note: All organizations that host service learners must carry liability insurance.
<b>Please list any special skills needed to be a service learner at your organization</b>	
<b>Please share any additional information that is relevant to service learning with your organization</b>	

**PARTNERING WITH THE SERVICE LEARNING OFFICE OF GATEWAY TECHNICAL COLLEGE**

In order to ensure that the Service Learning Center is accurately tracking and documenting the service we provide to the community, we need our agency partner's support.

Are you willing to complete a monthly Service Report (provided by the Service Learning Center) which will ask you to track GTC service learning students, confirm their service hours, and reflect on their performance?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Are you willing to provide the Service Learning Center with photos and/or video of service learning students at your agency?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Are you able to provide the Service Learning Center with information regarding your organization and service learning opportunities?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please mail the materials to: Madeline Carrera 3520 30 <sup>th</sup> Avenue Kenosha, Wisconsin 53144
Are you interested in being a guest speaker at events pertaining to service learning/ your agency's impact area?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Are you interested in being a guest speaker during the first three weeks of any service learning class? If so, please specify which campus.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Kenosha <input type="checkbox"/> Elkhorn <input type="checkbox"/> Racine <input type="checkbox"/> Burlington <input type="checkbox"/> Lakeview Tech <input type="checkbox"/> Horizons Center <input type="checkbox"/> iMet	

Any additional comments:

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**NOTE: IF YOU EVER HAVE ADDITIONAL QUESTIONS, COMPLAINTS, OR COMMENTS, PLEASE EMAIL [CARRERAM@GTC.EDU](mailto:CARRERAM@GTC.EDU)**

**THANK YOU FOR COMPLETING THIS FORM!**

**Please return a copy to:**

E:| [carreram@gtc.edu](mailto:carreram@gtc.edu)

P:| 262-564-3138

F:| 262-564-2064



## SERVICE LEARNING PARTNERSHIP AGREEMENT

Complete this sheet before you start your service learning project. Students are responsible for obtaining all signatures and providing one copy to faculty, the Service Learning Center and Community Organization by the second week of the quarter unless otherwise arranged. Students will keep original.

Quarter/Year:	Today's Date:
Course Number and Title:	Faculty:
CSL Project Manager:	
Community Partner Supervisor:	
List All Service Learning students involved:	

**Minimum Weekly Time Commitment per Student \_\_\_\_\_ Hours**

**Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_**

### *Students Role:*

- Be aware of the organization's needs and provide assistance where and when needed.
- Contact the agency to arrange initial meeting to discuss service learning hours and project.
- Adhere to organizational rules and procedures, including confidentiality of organization and client information.
- Periodically reflect upon and re-evaluate the service experience keeping in mind the objectives of all parties involved.
- Operate with integrity and professionalism at all times; which includes being punctual, meeting deadlines and being open to supervision and feedback which will facilitate learning and personal growth.

### *Faculty Role:*

- Provide students with structure and guidance to process and reflect upon service learning experiences.
- Assist students in connecting their community based learning experience with course learning objectives.
- Participate in evaluation process.

### *Organization Role:*

- Provide service learning opportunities that are significant and/or challenging to the students, relevant to course learning objectives, and address community agency's goals.
- Provide training, supervision, feedback, resources and sufficient information about the organization to aid in the success of students' service learning projects.
- Participate in the evaluation process.

### *Service Learning Center's Role:*

- Serve as a liaison between the organization, students, and faculty.
- Provide support and guidance for any challenges that may arise.
- Provide classroom service learning orientation and reflection sessions as requested.

**Primary Course Learning Objectives Related to Service Project:**

What are you looking to accomplish? Students complete, get final instructor approval. (Refer to your course syllabus for learning objectives).

1. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Primary Organization Service Objectives:**

How will the community partner benefit from the Service Learning project? Students complete with community partner and service learning supervisor.

1. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Project Description as defined by the Community Partner, Instructor and Students:

Student Task:	Deadline:
Student Task:	Deadline:
Student Task:	Deadline:
Student Task:	Deadline:
Student Task:	Deadline:
Student Task:	Deadline:
Student Task:	Deadline:

I HAVE READ AND UNDERSTAND MY ROLE AS OUTLINED IN THIS DOCUMENT. I COMMIT TO FULFILLING MY PART OF THIS SERVICE LEARNING PARTNERSHIP. I UNDERSTAND THAT THIS PARTNERSHIP IS MEANT TO FURTHER GATEWAY STUDENT LEARNING AND MEET THE COMMUNITY PARTNER GOALS.

INSTRUCTOR SIGNATURE
COMMUNITY PARTNER REP. SIGNATURE
SL REPRESENTATIVE SIGNATURE
STUDENT SIGNATURE
STUDENT SIGNATURE
STUDENT SIGNATURE

Dear Agency Supervisor,

On behalf of Gateway Technical College Service Learning Program, we would like to thank you for entering into an educational partnership with our students. When you accept and supervise service learners, you are helping these students join classroom knowledge with real-life experience. When you encourage and allow these students to perform meaningful service, you are also contributing to the educational mission of promoting civic responsibility. The critical role you play as a mentor and educator for our students cannot be underestimated. We appreciate your commitment to making our students feel welcome and to ensuring that they have a productive and educational experience.

Student's Name: \_\_\_\_\_

Student ID#: \_\_\_\_\_

Course Number: \_\_\_\_\_

Course Name: \_\_\_\_\_

Faculty Name: \_\_\_\_\_

Name of Agency: \_\_\_\_\_

Address of Agency: \_\_\_\_\_

Name of Agency Supervisor/Contact Person: \_\_\_\_\_

Contact Info (telephone & email): \_\_\_\_\_

Description of Service Activities: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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I agree to, and will uphold, the terms of this placement.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Service Learning Placement Feedback

This feedback form is designed to gather feedback about the student(s) placed at your location. We would like to know if they handled themselves in a professional manner, if they completed their project/commitment, and if they were a good fit for your organization.

Student: \_\_\_\_\_

Total Hours Served: \_\_\_\_\_

Community Partner: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Supervisor Phone #: \_\_\_\_\_

Supervisor Email: \_\_\_\_\_

1. The student attended any/all required orientation sessions.

Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
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2. The student was consistently punctual.

Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
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3. The student interacted appropriately with the community partner's clients.

Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
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4. The student interacted appropriately with the community partner's staff.

Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
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5. The student showed interest and initiative.

Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
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6. The student was a good fit for my organization.

Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
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Would you be willing to accept another student placement again in the future? Please explain:

Please list suggestions for improvement of placements:

Other comments and/or concerns:

**Signature:** \_\_\_\_\_  
**Date:** \_\_\_\_\_

Thank you for your valuable feedback. We hope to work with you again in the future!  
Please do not hesitate to contact me with any questions or concerns.

Thank you again,

The Service Learning Center  
[servicelearningcenter@gtc.edu](mailto:servicelearningcenter@gtc.edu)



## Student Evaluation of Service Learning

*To be completed at the end of his/her experience*

Course: \_\_\_\_\_ Community Agency: \_\_\_\_\_

Number of Hours Served: \_\_\_\_\_ Site Supervisor: \_\_\_\_\_

1. Why did you decide to participate in this service learning experience?

Because I am interested in social issues

For the credit

To link theory learned in the classroom with actual field experience

To volunteer

Other reason(s): \_\_\_\_\_

Course requirement

2. What is the most important thing you learned from your service experience?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Do you think that community service is valuable and appropriate learning component within this course?  Yes  No  I don't know

Why or why not?

\_\_\_\_\_  
\_\_\_\_\_

4. Are you going to continue to work with your site placement?  Yes  No  I don't know

If so, why?

\_\_\_\_\_  
\_\_\_\_\_

5. Did your experience help you to gain a better insight into the material and concepts of the course?  
Please explain.

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6. In addition to the service hours, what other coursework did you complete for the service learning component of this course?

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7. Did you do a final paper or a formal presentation to meet the final requirements of the service learning component? Please explain.

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Please answer the following questions according to your opinion of the statement.

	Strongly Agree	Moderately Agree	Agree	Disagree	Moderately Disagree	Strongly Disagree
My on-site supervision and training was helpful.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The site supervisor used my time efficiently.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
This site should be used again for students in the future.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

8. Is there anything that could have been done to improve your service learning experience?

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9. Additional comments:

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Thank you for completing this evaluation. Please return the completed form either to your instructor or to the Service Learning Center. If you are interested in engaging in other service learning experiences, come by, call, or email the Kenosha Service Learning Center, 3520 30<sup>th</sup> Avenue: A232; 262.564.3138; [carreram@gtc.edu](mailto:carreram@gtc.edu) or the Racine Service Learning Center, 1001 S. Main Street: R107; 262.619.6488; [xiongp@gtc.edu](mailto:xiongp@gtc.edu).





# Community Partner Survey

COMMUNITY ORGANIZATION: \_\_\_\_\_  
 WEBSITE: \_\_\_\_\_  
 NAME: \_\_\_\_\_  
 TITLE & CONTACT INFORMATION: \_\_\_\_\_  
 Address, City, & Zip: \_\_\_\_\_  
 Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_  
 E-mail: \_\_\_\_\_

<b>Section 1: Efficacy/Capacity.</b> How strongly do you agree or disagree with the following statement at this point in time: "As a result of this service learning partnership, my organization was able to..."	<b>Strongly Disagree</b> 1	<b>Disagree</b> 2	<b>Undecided</b> 3	<b>Agree</b> 4	<b>Strongly Agree</b> 5
Improve our ability to meet community needs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Increase the number of clients served	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Increase the number of services offered to our clients	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Establish new connections and networks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grow our capacity to serve our clients	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Meet strategic planning goals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Persuade others that youth can be an asset in the community	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Observe that our beneficiaries valued college students' efforts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Section 2: Reciprocal Partnership.</b> Please rate your level of satisfaction with your connection to Gateway Technical College.	<b>Deeply Unsatisfied</b> 1	<b>Unsatisfied</b> 2	<b>No Opinion</b> 3	<b>Satisfied</b> 4	<b>Highly Satisfied</b> 5
Communication with faculty, college students and staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quality of college student work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Feedback and input into planning of experiences	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Scope and timing of service activities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overall coordination of service learning programs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Section 3:</b> How strongly do you agree with the following statement at this point in time:	<b>Strongly Disagree</b> 1	<b>Disagree</b> 2	<b>Undecided</b> 3	<b>Agree</b> 4	<b>Strongly Agree</b> 5
The service learning program effectively addressed a real community problem	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
My organization is committed to providing on-going support to the service learning mission	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Section 4: Reciprocal Partnership.</b> Please rate the level of challenges you encountered with the following issues:	<b>Not Applicable</b>	<b>Highly Significant Challenge</b>	<b>Significant Challenge</b>	<b>Moderate Challenge</b>	<b>Not a Challenge</b>
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Demands upon staff time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
College student(s) service time period insufficient	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lack of college student(s) commitment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Too few college students	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Too many college students	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
College student(s) not well prepared	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
College student(s) did not perform as expected	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Little contact/interaction with college faculty/staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (please list) _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**NOTE: IF YOU EVER HAVE ADDITIONAL QUESTIONS, COMPLAINTS, OR COMMENTS, PLEASE EMAIL [SERVICELEARNINGCENTER@GTC.EDU](mailto:SERVICELEARNINGCENTER@GTC.EDU)**

THANK YOU FOR COMPLETING THIS FORM!

**Please return a copy to:**

Gateway Technical College  
C/O Service Learning Center  
3520 30<sup>th</sup> Avenue  
Kenosha, WI 53144  
P:| 262.564.3138 F:| 262.564.2063  
E:| servicelearningcenter@gtc.edu