



## CHRISTIAN SERVICE PROGRAM **SUPERVISOR** CONTRACT

The Christian (Community) Service Program (CSP) is an important element of a Simmons College of Kentucky education. Student community service helps us stay true to our mission of *educating people in the urban context through strong academic and professional programs in order that they might become productive citizens and agents of change in society*. Community service enables us to gain valuable experience in becoming "agents of change in society".

The mission: "The Christian Service Program equips students to serve and improve communities as an agent of change, while encouraging and supporting them on their inward journey of character development, strong interpersonal relationship skills, and a thorough understanding of scholarship through practical application."

Students at Simmons College of Kentucky are required complete twelve (12) hours of Community Service per semester. These hours will be documented on their transcript and are mandatory for graduation.

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

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

Phone Number: \_\_\_\_\_ Secondary Telephone Number: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Name of the Organization: \_\_\_\_\_

Supervisor's Official Job Title: \_\_\_\_\_

Organization Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

## **APPROVED COMMUNITY SERVICE WORK:**

**Personal Evangelism, Community Institutional and Social Service, Christian Education, Gospel Teams, Music Ministry, Youth and Children's Ministry, Preaching, Pastoral Work**

**Other Community Service opportunities include:**

- |  |                                       |
|--|---------------------------------------|
| <b>1. Community for Spiritual Wholeness / Howard Thurman Program</b> | <b>5. Simmons College of Kentucky</b> |
| <b>2. Political Action Program</b>                                   | <b>6. Local High School</b>           |
| <b>3. Church</b>   | <b>7. Nursing Home</b>                |
| <b>4. Non-Profit</b>   | <b>8. Athletic Programs</b>           |
|  | <b>9. YMCA</b>                        |
|  | <b>10. Etc.</b>                       |

### **Program Learning Outcomes**

- 1. Illustrate the character of a change agent by developing inner character and outer behavior through serving and developing communities**
- 2. Exemplify professionalism by crafting the most adequate and advantageous way for the disciplines necessary within a vocation**
- 3. Integrate theoretical and experiential studies and experiences together to plan for future career/ministry/vocational opportunities**
- 4. Solidify an identity as a student and integrating all of the functions of their private and professional lives through spiritual disciplines, moral life, education, relationships, and work (Develop a portfolio of knowledge and understanding of how non-profits operate, spiritual growth, and political (rules of decision making) engagement).**
- 5. Build professional skills in students**
- 6. Design/manage/organize non-profit organizations**
- 7. Complete 96 hours (8 credits) for Bachelor's students and 48 hours (4 credits) for Associate's students. This is 12 hours a semester**
- 8. Each student will develop a Community Service portfolio that is maintained throughout the student's career at Simmons.**
- 9. The portfolio will include:**
  - Each semester's community service placement**
  - Covenant of participation outlining the student's responsibilities**
  - Supervisor's forms**
  - End-of-semester reflection paper concerning the volunteer opportunity (3 page minimum)**

**The Community On-Site Supervisor Will:**

- 1. Provide position descriptions and outline the expectations of the site. Include information about the organization's mission and values.**
  
- 2. Provide orientation of the agency's expectations, concerns, and populations it serves.**
  
- 3. Provide appropriate training for the position when necessary.**
  
- 4. Provide necessary space, equipment, and materials for the student to function effectively in the position.**
  
- 5. Clear community service by student with risk management and have personnel policies and procedures in place. Include these in the student training.**
  
- 6. We recommend that the community site have volunteer accident and liability coverage. If students are involved in transporting children or clients, they should be covered by the community site insurance policy.**
  
- 7. Provide a supervisor to guide and evaluate the student. Clarify procedures for the student to report problems, to get assistance, and to make suggestions.**
  
- 8. Keep a record of student hours.**
  
- 9. Notify the student and the director of any concerns or changes.**
  
- 10. Complete a student evaluation form throughout the semester and an end-of-semester evaluation for the student portfolio and director.**

**Note: Supervisor signatures acknowledges and affirms an understanding of the Community Service Program and its function as a graduation requirement for students at Simmons College of Kentucky, and agreement to fully participate and work diligently to supervise students and fulfill ALL program requirements.**

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**Supervisor Signature**

**Title**

**Date**

**RETURN THIS CONTRACT TO:  
Mr. Randy Whetstone Jr. – ROOM 307 – STEWARD HALL  
Community Service Program Director  
Simmons College of Kentucky  
1018 S. 7<sup>th</sup> Street  
Louisville, KY 40203  
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