

**Service – Learning Risk Management Plan**

The purpose of the Service – learning risk management plan is insure the proper consideration for student safety and liability have been put into place for service – learning course participation. Service – learning at Austin Peay State University encourages the use of student experience with non – profit organizations as a learning strategy. By nature of the experience, students may come into contact with a higher risk of liability through these experiences. The plan outlines the steps taken by the center for service – learning and community engagement to educate the student on risk and clarify the roles and responsibilities of the community partners and faculty.

1. **Use of the Student Service – Learning Acknowledgement document**

The purpose of this document is to educate the student on potential risks, safety & well-being, transportation, financial responsibility, and personal conduct. This document is to be signed by the student at the beginning of the semester before they partake in any activity related to service – learning outside of the classroom. This document is be retained by the faculty member with copies housed in the center for service – learning & community engagement.

1. **MOU Community Partnership Agreement**

The purpose of this document is to outline the roles and responsibilities of the student, community partner, and faculty member during the course of the service – learning experience. This document must be signed at the beginning of the semester before activity related to service – learning outside of the classroom begins. This document is to be signed by a representative of the community partner and the vice president for student affairs. This document is to be retained by the center for service- learning and community engagement and is a binding agreement.

1. **Student orientation/ training on site**

These guidelines are provided for community partners to outline the topics to be covered upon site orientation/ training when students first arrive at the community partner site. The coverage of these topics should lessen the risk for students and the community partner

1. **Site Visit Evaluation**

In conjunction with the MOU community partnership agreement, a site visit evaluation will occur to sites where students will be physically present. These site visits will occur once every 5 years and will be conducted by the faculty member or the director for service – learning and community engagement.

**The resulting documentation relating to the Risk Management plan contains**:

1. Student service – learning acknowledgement document
2. MOU community partnership document
3. Site orientation/ training checklist
4. Site visit evaluation document