**Marquette Service Learning Independent Placement Form**

**(Non-Service Learning Program Community Partners)**

Students interested in working with an organization not partnered with the Service Learning Program, must complete this form. Check with the Service Learning Program to find out if the organization is listed as a community partner.

* Complete all the information below. Signatures from professor and supervisor are needed.
* Submit form to the Service Learning Program Office, 707 Building (next to Cobeen), Room 303 and staff member will follow up with you via email with further instructions.
* You must log service learning hours on an Hours Timesheet form (which you will receive after submitting this form) and in MUEngage. At the end of semester, your site supervisor must sign the Hours Timesheet for verification. Submit the Hours Timesheet to the Service Learning office at the end of the semester so a staff member can verify your hours in MUEngage.

**The Service Learning Program will verify information.**

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| Name *(Please print clearly)*:  | MUID and Email Address *(Please Print Clearly)*: |
| Service Learning Course, **Section Number** and Professor: |

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| Name of Organization:Address: | Name and Contact Information (phone and email) of Supervisor: |
| Days and Times of Service: |
| Brief description of organization: (mission, population served, service provided): |
| What are your job responsibilities/tasks at the organization? |
| How will the work at the organization connect with the course material?  |

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| Professor Signature: | Supervisor Signature: |
| Date:  | Date:  |