

Community and Public Service Program

Social Sciences 112, 1400 Washington Ave., Albany, NY 12222
(518) 442-5683 - Fax (518) 442-5684 ; csp@uamail.albany.edu
<http://www.albany.edu/csp>

PERMISSION FORM

COURSE RSSW 290 (100 HOURS) RSSW 291 (60 HOURS) RSSW 390 (100 HOURS)
SEMESTER Fall 200_ Spring 200_ Summer 200_

The following student _____ will be volunteering at our agency.

Student Responsibilities:

1. Contact agency.
2. Get this form signed; turn it in to the CPSP office in Social Sciences 112.
3. Get a class permission number and register with the University at Albany.
4. Complete a mandatory on-line orientation session.
5. Develop a learning contract and have it signed by your agency supervisor. Return it to SS 112.
6. Write a reflective essay about the learning experience. This is usually due four weeks before the end of the semester. The actual date will be in your orientation materials.
8. Complete 100 hours for RSSW 290 and RSSW 390; or 60 hours for RSSW 291.
9. Turn in your signed log of volunteer hours served.
10. Turn in your evaluation of the program.

Agency Responsibilities:

1. Sign this permission form. Keep the second (yellow) copy for your records.
2. Advise and supervise student.
3. Sign student's learning contract.
4. Confirm the completion of volunteer hours.
5. Complete a final evaluation and return it by the semester deadline.

Name of agency where student is volunteering _____

Agency person who will be supervising this student (Print) _____

Signature of agency person _____

Street address of Agency _____

City/State/Zip of Agency _____

Phone number of agency () _____ Fax number() _____

Agency E-mail _____

Name of agency person who will receive evaluation forms and all other correspondences, if different from supervisor: _____

Student's Copy to return to the Community and Public Service Program office in Social Sciences 112.