**Addendum A**

William Carey International University

**Master of Arts in Transformational Urban Leadership Program**

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**Service-Learning Agreement**

This is an educational agreement signed between:

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|  | (**Student**), |
|  | (**Site Supervisor**) |
| Ms. Chonabelle Domingo | (**Course Instructor or Mentor**). |

It is agreed that the student-intern will undertake the following service

and learning program in partial fulfillment of the requirements for:

TUL630 Educational Center Development

**Start Date:** June 2012 **End Date**: October 2012

**Student**

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| **Name: Katie Gard** | |
| **Phone #:** 0927.240.9355 | **Email address:** gard.katie@gmail.com |
| **Permanent Address** (street, city, state, zip code, phone #, email): 23234 Cty Hwy 1, Fergus Falls, MN 56537, USA | |
| **Address during internship** (street, city, country, zip code, phone #, email): 0734 Area 6 Bgy Botocan, Quezon City, Metro Manila, Philippines | |
| **Position:**  **Intern** (40 hours total) | |

# Internship Agency / Site Supervisor

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| **Name of agency:** |
| **Address:** |
| **Name of site supervisor:** |
| **Phone# :** |
| **Fax #:** |
| **Email address:** |
| **Organization description** (type, general purpose, client population(s), size)**:**  [Elementary / Secondary] Government-sponsored public school, catering to \_\_\_\_\_\_ students, age \_\_\_to\_\_\_, self-selected by geographical proximity (?), from among Metro Manila’s urban poor (*and middle class?*). |

# Course Instructor or Mentor

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| **Name:** Ms. Chonabelle Domingo |
| **Address:** Asian Theological Seminary: 54 Madrinan St., Quezon City 1100, Philippines |
| **Phone#:** |
| **Fax #:** |
| **Email address:**  [chonabelledomingo@yahoo.com](mailto:chonabelledomingo@yahoo.com) |

1.*Learning**Goals.* What goals do you have for undertaking this internship?

A. *Knowledge goals* relate to obtaining information and understanding ideas and theories through direct field experience.

* + I would like to **experience the classroom atmosphere** of a typical government school, to get a sense of:
    - the teaching styles used (lecture, group study time, etc.);
    - student interaction with texts, teachers, and each other in and out of class;
    - discipline;
    - resources available (libraries, computers, etc.), and whether or to what extent student can or choose to take advantage of them
  + If possible, I would like to rotate to each of the **different classrooms**, divided by student skill level, to experience how the atmosphere differs between students in the top, middle, and bottom sections of one age group.
  + I would like to be able to **interview** a public school **teacher** about:
    - What motivated them to become a teacher
    - What things they most enjoy/appreciate about their job
    - What things they find most difficult about their job
    - What kinds of constraints the government may put on teachers that cripple their ability to teach differently
    - What ideas or suggestions they would have that might improve schooling conditions; their vision for an ideal classroom & curriculum set-up
  + I would like to **interview** a **school administrator** (or appropriate substitute) about:
    - Why it’s standard to have 80-100 students per class, and what prevents more teachers from being hired. (Lack of availability of qualified / interested teachers? Lack of pambayad? Lack of classroom space?)
    - What do you see as some of the strengths of your school / things you’re proud of?
    - What are some things you’d like to see improve?
    - Mga hadlang: What do you see as some things that make it hard for your school to improve in those areas?
  + I would like to **interview [*high school*] students** (in top, middle, and bottom sections) about:
    - What do you like about your school?
    - If you could change one thing about your school, what would it be?
    - What’s your favorite subject and why?
    - Do you usually feel like you understand what you’re learning?
    - What do you do when you have questions?
    - When you go home, is it easy to study, or do you have other jobs or distractions that get in the way?
    - What was one impactful memory from your elementary school years that shaped how you feel about school and learning?

B. *Personal development goals* relate to areas of identity, personality, and ability that you want to challenge yourself to grow in during the internship.

* Personally, I want to become better at asking the right questions, in a clear way, to draw out people’s emotions, experiences, and ambitions.
* I also want to be able to put myself in the shoes of someone with a much different educational experience than my own, and be able to see the world from their perspective.

C. *Skill goals* relate to things you want to learn to do by working with this agency.

* I want to be able to communicate to others in an informed way, with both English and Tagalog **vocabulary**, the obstacles and visions for public education communicated to me by teachers, staff, and students.

2. *Service Activities & Responsibilities.* This is your “Job Description.” Specify the work functions, tasks, or projects that will help you realize your learning goals while supporting the organization’s mission.

* Perhaps the **40 internship hours** could be split between:
  + about **8 days**,
  + about **once a week** over 2-3 months,
  + with about **5 hours per day**.
* I’d like to **shadow several teachers** in their classrooms, for about 1½ - 2 hours at a time, rotating to different classrooms throughout the day.
* I would also like **join the students** during their **lunch or free time** to talk with them candidly, and bring up some of my interview questions to them if they seem interested.
* I’d also like to be able to **interview** some of the **teachers** I shadow, and at least one staff or administrative member.
* We will be completing an ***ethnography* report**, or detailed description of our experience, so we will be **taking a lot of notes**, especially in the initial stages of our internship.
* ***As time permits,*** *and if the school is interested, I (Katie) have had* ***experience as a tutor*** *for secondary school and college-level students in the States, and have become fairly comfortable communicating in* ***Tagalog****. So I would be more than willing to function a bit as a* ***classroom aide****, coaching students through homework-related questions (especially* ***math and English****) during some of the classroom study-time, if such a thing exists.* ☺

3. *Work Schedule.* I agree to work a total of at least **40 hours** in the service activities specified above.   
This entails **5** hours per week for **8** weeks. *For example, maybe:*

* 2 days in June
* 4 days in July
* 2 days in August

4. *Support & Supervision.* What instruction, assistance, direction, and supervision have you arranged to receive through the Agency and Site Supervisor during the course of the internship?

* Not arranged yet; I would like to have **one primary contact person** at the school host site who would be available to help me **arrange** a possible schedule of **visiting classrooms**, **introduce** me to teachers, and help **identify staff / admin** personnel to interview.
  + The person who is a good fit for this position would also ideally be available at the beginning / end of my day to briefly compare thoughts about my experiences that day.
* My primary contact person will also be responsible for filling out a 3-page “Service Performance Evaluation Form” (provided by my school) twice during internship.

(2 pages of ranking-questions about me; 1 page of short answer evaluation of me as an intern.)

Have you and your Site Supervisor (Ms. Chonabelle Domingo) agreed to *meet regularly* (preferably once each week) for guidance, problem solving, and informal evaluation?

■ **No** (Once a week should not be necessary for this type of internship; perhaps we’ll meet at the onset, mid-point, and closing; and address any questions in between via email.)

5. *Potential Problem(s).* What problems, if any, do you anticipate in achieving your learning goals and anticipated outcomes?

* I’m only imagining how the classrooms and school day are set up, so some of my expectations may need to be changed accordingly. I’m just offering the ideas as a starting place, and am open to a variety of ways we could take it from here. ☺
* It could be difficult if the communities we visit are far from where I’m living. There are 4 grad students hoping to intern, each at a *different* school. Here’s where we live:
  + **Lindsey** – Payatas “Trese” – near the border of Rizal
  + **Katie** – Botocan – near Proj 2/3, just South of UP campus.
  + **Brandon** – Tatalon – near Araneta Ave & Quezon Ave
  + **Paul** – Tatalon, but planning to move South to Montalban (near Mandaluyong City)
* Our schedules vary; I (Katie) would be available *mornings & afternoons*:
  + Mon, Wed, Thurs, Fri

*I have read and understood the conditions of this agreement and agree to comply with its content.*

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| Signature of Site Supervisor | Date |
| Name of Site Supervisor |  |
| Student Signature | Date |
| Student Name |  |
| Signature of Course Instructor or Mentor | Date |
| **Ms. Chonabelle Domingo**  Name of Course Instructor or Mentor |  |