

# 義守大學學生服務學習課程合作契約書

立契約書人： 義守大學 (以下簡稱甲方)、

(以下簡稱乙方)

茲因甲方與乙方合作辦理甲方學生服務學習課程，雙方約定條款如後：

第一條 乙方所提供之服務機構相關資料如下：

- 一、服務機構名稱：
- 二、地址：
- 三、機構簡介：
- 四、機構特性：

第二條 合作內容如下：

- 一、服務工作內容：○○○○○
- 二、工作時間：每週○小時（上/下○時至○時）之服務學習工作，共計完成○○小時之服務學習工作。
- 三、乙方擔任甲方修習服務學習課程學生之督導與評量，並將結果通知甲方指導老師，以為指導老師期末總評服務學習成績之依據。
- 四、甲方依乙方之指導及指定地點從事服務學習工作，甲方並由專職老師與助理學生全程督導。
- 五、乙方視甲方情況提供服務前訓練計畫，訓練完成後正式開始服務。

第三條 契約雙方之權利義務如下：

- 一、雙方立於尊重、平等、合作基礎上履行契約。
- 二、甲方應教授修習服務學習課程之學生下列事項：
  - (一) 接受乙方之指導，從事服務學習工作。
  - (二) 儘速瞭解服務機構與被服務對象之目標與問題。
  - (三) 恪遵乙方相關工作規定。
  - (四) 因服務工作接觸相關資料，應具備保密責任。
  - (五) 記錄服務學習日記、撰寫相關專書報告等，如遇有困難及問題，得隨時與乙方或指導老師聯繫處理。
- 三、約定之服務時間若須更動，甲方應事前通知乙方，並提供替代時間
- 四、乙方應指導甲方學生進行服務學習工作，提供機構相關資料，以及進行必要之訓練、防護措施與說明，並且安排學生進行被服務對象之服務工作

第四條 契約生效日自簽約日起算，預定終止日期為民國○○年○○月○○日。

第五條 契約內容如須變更、修正或有未盡事宜或解釋疑義等，由雙方本於誠信原則共同協議之。

第六條 契約一式三份，由甲方收執二份，乙方收執一份為憑。

第七條 關於本契約之通知事項，以本契約末頁所載地址為送達地址。一方地址如有變更，應儘速以書面通知他方，如一方未盡通知義務，同意他方以本契約末頁所載之地址為送達地址，並以他方發信之日視為送達之日，其因而所生之一切損害概由怠於通知地址變更之一方自行負責。上受通知者無故拒收文件時亦同。

第八條 特別約定事項

**立約人：**

**甲 方：義守大學**

**古源光**

統一編號：07927743

地 址：高雄市 84001 大樹區學城路一段 1 號

電 話：(07) 6577711 分機

指導老師：

**乙 方：(公司名稱)**

**(負責人)**

統一號碼：

地 址：

電 話：

聯 絡 人：

中 華 民 國 年 月 日

# COOPERATION AGREEMENT FOR SERVICE-LEARNING COURSES WITH I-SHOU UNIVERSITY

This Agreement is made, and entered into, by and between I-Shou University (hereinafter referred to as the “University”) and \_\_\_\_\_ (hereinafter referred to as the “partner organization”).

Whereas, the University and the partner organization are willing to jointly offer service-learning courses to students of the University, and both parties agree to the following terms and conditions:

## I. Basic information on the partner organization:

1. Organization Name:
2. Address:
3. A brief introduction:
4. Characteristics of the partner organization:

## II. Course Information:

1. Service provided by students of the University:
2. Time(s): \_\_\_\_\_ hours per week (\_\_\_\_:\_\_\_\_ a.m./p.m. ~ \_\_\_\_:\_\_\_\_ a.m./p.m.); each and every student shall complete \_\_\_\_\_ hours of service-learning.
3. The partner organization shall supervise and assess the performance of students of the University, and deliver the assessment results to the supervisor from the University. These results will be an important reference and serve in part in the final assessment of the students’ semester grade.
4. Students of the University shall provide service in the location(s) designated by the partner organization under the guidance of the partner organization. The University shall send a full-time faculty member and course assistants to supervise the service process.
5. The partner organization may provide students of the University with orientation training depending on actual needs before they begin to provide service.

## III. Rights and Obligations of Both Parties:

1. Both parties shall execute this Agreement in conformity with the principles of respect, fairness and cooperation.
2. The University shall instruct its students to:
  - a. provide service under the guidance of the partner organization;
  - b. understand the objectives and problems of the partner organization and service recipients as soon as possible;
  - c. abide by the rules set out by the partner organization;
  - d. keep confidential any information obtained while providing service; and
  - e. keep a volunteer service diary for this course and write relevant reports; feel free to seek help from the partner organization or the supervisor from the University in case of any difficulties or problems.
3. In case of any change in the service schedule, the University shall notify the partner organization in advance and provide an alternative schedule as well.
4. The partner organization shall guide students of the University to provide service, provide them with relevant information, offer them with necessary training programs, protective measures and instructions,

and assign them to different service recipients.

- IV. This Agreement shall be effective on the date of signing and terminate on the \_\_\_\_\_ day of \_\_\_\_\_, in the year \_\_\_\_\_.
- V. Both parties agree to exercise their best effort in good faith to resolve all disputes over any change or amendments to this Agreement, any matters not mentioned herein, or any explanations of the terms and conditions of this Agreement.
- VI. This Agreement is made in triplicate on the date indicated below, and the University holds two signed copies and the partner organization holds the other signed copy.
- VII. Notices to be served under any provision of this Agreement must be written and delivered to the addresses of both parties specified on the last page of this Agreement (hereinafter referred to as the “address for service”). One party shall notify the other party in writing of any change in the address for service without hindrance of delay. One party agrees that its address specified on the last page of this Agreement shall be deemed as the address for service, and the date on which other party mails any document to it as the date of the service of the document if it fails to notify the other party of changing the address for service. Moreover, any damage and losses resulting from such circumstances shall be borne by the party failing to provide the correct address for service. The aforesaid rules also apply to the circumstance in which one party refuses to accept any documents from the other party.
- VIII. Special Terms and Conditions

IN WITNESS WHEREOF, the parties have duly executed this Agreement.

**I-SHOU UNIVERSITY**

**By The President**

Name: Yuan-Kuang Guu

Unified Business No.: 07927743

Address: No.1, Sec. 1, Syuecheng Road, Dashu District, Kaohsiung City 84001, Taiwan, R.O.C.

Tel: (07) 657-7711 ext.

Supervisor:

\_\_\_\_\_  
**By** \_\_\_\_\_

Unified Business No.:

Address:

Tel:

Contact Person:

D a t e : \_\_\_\_\_, \_\_\_\_\_ (MM DD, YY)