

Kirkwood Community College

SCHOOL PLACEMENT CONFIRMATION & INFORMATION FORM Children's Literature

_____ Semester

_____ Year

****Directions:** Student is to complete this form with his/her school contact person and return to instructor by: _____ **

Student's name: _____ Phone: _____

Address _____ E-mail: _____

City _____ State _____ Zip _____

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Name of School/Organization: \_\_\_\_\_  
(building) \_\_\_\_\_ (district)

School Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

School Phone: \_\_\_\_\_ Extension \_\_\_\_\_

School Contact Person: *Volunteer Coordinator:* \_\_\_\_\_

*Classroom Teacher:* \_\_\_\_\_

Date of Placement: \_\_\_\_\_

Schedule of Service: Day(s): \_\_\_\_\_

Time(s) of Day(s): \_\_\_\_\_

Duties: \_\_\_\_\_  
\_\_\_\_\_

Goals: \_\_\_\_\_  
\_\_\_\_\_

Special instructions: \_\_\_\_\_

As a student in **Children's Literature** I agree to read to and/or with children in a supervised environment for a *minimum* of 13 hours this semester. I agree to maintain a timecard and understand that if, for any reason, I am unable to meet with my student(s) on a particular day, I will contact the school IN ADVANCE to inform my supervisor. I understand that I am responsible to schedule MAKE-UP time(s) in the event I do miss any scheduled meeting(s). I agree to follow the directions of my supervisor as far as the types/titles of literature I read to/with my student(s).

I agree that the statements above are an adequate description of my service-learning assignment and that I will do my best to live up to these obligations.

**Student signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

I agree that the above school/agency accepts this student as a service-learning student and that we will provide support, resources and supervision to assist the student in meeting service-learning goals.  
(This may be signed by **EITHER** the **Volunteer Coordinator**, **Classroom Instructor**, or **Both**)

**Volunteer Coordinator signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Classroom Instructor signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Jean McMenimen ~ Service-Learning Coordinator**

Kirkwood Community College  
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<mailto:jmcmeni@kirkwood.edu>

### Instructions

White Copy~Service Learning  
Yellow Copy~Kirkwood Instructor  
Pink Copy~School  
Gold Copy~Student