

## **Sample letter of agreement with partner**

**NAME OF COMMUNITY PARTNER:**

Goodwill Industries  
Indianapolis, Indiana

**NAME OF SCHOOL:**

Indiana University School of Dentistry (IUSD)

**PURPOSE:**

Indiana University School of Dentistry plans to provide service-learning experiences for dental students that will fulfill learning objectives and provide service that meets a true community need. The Community Partner, Goodwill Industries, has a facility and willingness to provide experience for students. Both IUSD and Goodwill Industries believe that the experience for students can be mutually beneficial to the agency, the school, and the students.

**The School (IUSD) Shall:**

1. Provide a faculty member who will be responsible for facilitating and evaluating the educational experience. The faculty member will also serve as the primary communication link between Goodwill Industries and IUSD.
  
1. Have written objectives and guidelines for the experience desired.
  
3. Instruct the student in understanding his/her role in this experience, as follows:
  - a. Be supervised by the appropriate personnel, as designated by the agency and mutually agreed by IUSD.
  - b. Engage in 4-6 hours of service activities that will have direct contact with the clients of Goodwill Industries. These activities are for the purpose of learning about the assets and challenges of this population.
  - c. Participate in identifying approximately six clients of Goodwill Industries who are in need of dental services and have no other access to such services.
  - d. Provide the needed dental services, or arrange for appropriate IUSD personnel to provide that service at IUSD, through funding allocated by the West Foundation.
  - e. Uphold Goodwill Industries rules and regulations.
  - f. Maintain confidentiality of information.
  - g. Expect no remuneration for his/her educational experiences.
  - h. Obtain written permission from Goodwill Industries before publishing any material related to the student experience at the agency.

**Goodwill Industries Shall:**

1. Provide orientation to the dental students that will include information about:
  - a. History, structure, mission, funding of the agency and the policy or political process that supports its existence.
  - b. Characteristics of the clients who are served by the agency, including assets and challenges related to their social, physical, and financial existence, as well as other information deemed to be pertinent to the students' understanding of the clients.

2. Provide a resource person (mentor) who will assist the IUSD faculty member in guiding the students' learning experience and will participate in evaluating students' involvement.

- Make service roles available to the students who will have direct contact with the clients of Goodwill Industries.
- Provide the help of appropriate personnel, such as a social worker, to identify those clients with disabilities who are most in need of free dental services at IUSD through the Donated Dental Service Program.
- Have the right to terminate any student who is not participating satisfactorily or safely in this placement.
- Provide written notice to IUSD at least 90 days prior to the termination of this agreement.

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Signature of Professor

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Signature of Community Partner representative

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Date