

SITE SUPERVISOR AGREEMENT

Allan Hancock College Corps

I. Purpose

It is the purpose of this agreement to clarify the goals and structure of the Allan Hancock College Corps program, to delineate Allan Hancock College's expectations of site supervisors, and to communicate what supervisors can expect from the Allan Hancock College Corps Team.

II. Allan Hancock College Corps Goals & Structure

The Allan Hancock College Corps program is part of a state-wide initiative out of the California Volunteers Office of the Governor. Allan Hancock College is participating with 45 other educational institutions across California to address social and equity challenges. Three goals unite all campus College Corps Programs: (1) Create a generation of civic-minded leaders who will bridge divides to solve problems; (2) Help students graduate from college on time and with less debt; and (3) Address societal challenges (i.e., climate action, food insecurity, and K-12 education) and help more equitable communities across California. The program at Hancock College also strives to (A) increase the number of Allan Hancock College students who complete paid internships; (2) provide opportunities for students to apply coursework to real world settings, hone professional skills, network, and explore career opportunities; and (3) develop a pipeline of talent for nonprofit organizations.

Fifty-four students are participating in Cohort 3 (Fall 2024-Spring 2025) of the Allan Hancock College Corps program and join over 3,000 other students across the state.

- All students in the Allan Hancock College Corps program participate in a mandatory monthly meeting (held on the last Monday of the month) where they relate their internship experiences, internship challenges, and engage in comradery amongst their cohort.
- All students will receive up to \$10,000 in funding for their participation in the program (paid out as a living allowance and a program-end educational award).
- Students must complete by April 30, 2025, a total of 450 hours of service at their site placements. Up to 90 hours of these hours can be spent in training (i.e., site, campus, regional, and state training).

III. Expectations of Site Supervisors

As site supervisors, you are charged with overseeing, mentoring, and coaching the intern(s) assigned to your site. Specific expectations include:

- Provide Fellows with onboarding to your organization that includes introductions to your team, a description of the organization's mission, and clear task responsibilities.
- Provide 450-hours of meaningful work that aligns with one or more of the three focus areas: climate action, food insecurity, K-12 education. Assigned work should include deliberate learning, reflection and professional development, all characteristics of internships. Per statewide College Corps guidelines, College Corps Fellows are not allowed to engage in political or religious activities while "on the clock." Fellows may not displace employees.
- In consultation with the Allan Hancock College Corps team, provide reasonable accommodation for students with disabilities.
- Provide Fellows with any necessary equipment and access to complete their assigned tasks (e.g., specialized software).
- Approve student hours via America Learns bi-weekly and complete training and paperwork as required by the College Corps program and California Volunteers.
- Provide Fellows with ongoing feedback about their performance including guidance if a course correction is needed.

- Lead with empathy and adhere to Allan Hancock College’s policies that prohibit discrimination and harassment based on race, age, and gender, including sexual harassment. The Allan Hancock College policy can be viewed here: [Board Policy 3410 | Allan Hancock College \(hancockcollege.edu\)](#).
- Protect the confidentiality of students’ personal information including citizenship status.
- Participate in assessment activities in May 2025 (e.g., online survey, interview) that will allow us to improve the program for next year.
- Attend program events like the End of Year Celebration (May 2025), and site visits as requested by the Allan Hancock College Corps Team.

IV. What Site Supervisors Can Expect from the Allan Hancock College Corps Team

Site Supervisors can expect several things from the Allan Hancock College Corps Team including:

- Clear and regular communication from the Allan Hancock College Corps Team. We are committed to keeping you informed of program activities/events. The team will communicate with you primarily via email, so please make sure we have your accurate email address.
- Assistance providing Fellows with disabilities reasonable accommodations. Fellows will be encouraged to contact our Team if they need accommodation; we will then work with the Hancock College Learning Assistance Program [Allan Hancock College Learning Assistance Program \(LAP\)](#) and you to implement the appropriate accommodation.
- Assistance dealing with any Fellow challenges. If you are experiencing a challenge with your Fellow, please reach out to the College Corps staff (collegecorps@hancockcollege.edu). We will respond in a timely manner and work with you to address the challenge.
- Assistance navigating America Learns to sign-off on your intern(s) timesheets. Questions about America Learns should be directed to the College Corps staff (collegecorps@hancockcollege.edu).
- Professional development opportunities. The team will notify you of these opportunities (no obligation to participate).
- Opportunities to network with other campus professionals and programs.

V. Use of Confidential Information

Site Supervisors shall not utilize any non-public information which is received by reason of this MOU or any collaboration with Allan Hancock College or the City of Lompoc for pecuniary gain or for reasons not contemplated by the terms of this MOU. Any and all Allan Hancock College and City of Lompoc information obtained by the Site Supervisor is the property of the Allan Hancock College or the City of Lompoc and shall not be used in any manner by Site Supervisors unless authorized by Allan Hancock College or the City of Lompoc.

Site Supervisors acknowledges that student personal information is protected by the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99), by the Information Practices Act (California Civil Code section 1798 et seq.), and by California Constitution article 1, section 1. Site Supervisors shall maintain the privacy of personal and individually identifiable student information and shall not release such information without full compliance with applicable state and federal privacy laws.

VII. Authorization

The Site Supervisor and the Allan Hancock College Corps program hereby acknowledge by their signatures that they have read, understand, and agree to all terms and conditions of this agreement.

Nonprofit/ Municipality Organization Name	Site Supervisor Email Address	Site Supervisor Phone Number
Site Supervisor Name	Site Supervisor Signature	Date Signed
Authorized College Corps Team Member	Authorized College Corps Team Member Signature	Date Signed

Photo Release

College Corps: AHC

I grant permission to the Allan Hancock Joint Community College District, its employees and agents, to take and use visual images, video, and audio recordings of me attending College Corps events as a College Corps site supervisor.

I agree that Allan Hancock Joint Community College District owns the images, video, and audio and all rights related to them. The images, video, and audio may be used in any manner or media without notifying me, such as university-sponsored Web sites, publications, promotions, broadcasts, advertisements, posters, and theater works.

I waive any right to inspect or approve the finished images, video, and audio or any printed or electronic matter that may be used with them. I release Allan Hancock Joint Community College District and its employees and agents, including any firm authorized to publish and/or distribute a finished product containing the images, video, and audio, from any claims, damages, or liability which I may ever have in connection with the taking or use of the images, video, and audio or printed material used with the images.

I am at least 18 years of age and competent to sign this release. I have read this release before signing, I understand its contents, and I freely accept the terms.

Site Supervisor Name	Site Supervisor Signature	Date Signed