

INTERNSHIP & PRACTICUM LEARNING AGREEMENT

244/444 Practica/Internships allow students to gain academic credit in field experiences. LC faculty supervision ensures a rigorous academic component. Practica typically take place on-campus. Internships often occur off-campus and entail collaboration with an on-site supervisor who provides direction to the student and reports to the faculty member about the student's on-site performance.

The learning agreement is a mutual understanding among the student, the internship site supervisor and the college (the faculty supervisor). **It must be arranged before the activity commences.** This agreement acts in lieu of a syllabus for a regular course. It provides a basis for students to discuss learning opportunities with their supervisors and to determine how they can make a meaningful contribution. The learning agreement also encourages students to set goals for growth and development. **Please complete and turn into the Registrar before the last add/drop date of the semester.**

STUDENT INFORMATION

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Student: last, first		Declared Major/Minor:		
		Student ID #:		
Current Class Level: FR SO JR SR		Semester: Fall Spring Summer		
Current Address: street		Apt	City	State Zip
Current Telephone:		Primary Email:		
Address while completing internship:				
Telephone while completing internship:				

SITE INFORMATION

Organization:					Telephone:		Ext:	
Site Supervisor: Dr. Mr. Ms.					Name:			
Address:					City		State	
street							Zip	
Fax:					Email:			
Start Date (mm/dd):			End Date (mm/dd):			Hours Per Week:		
Compensation:			Wage/Stipend \$			Unpaid <i>Other Reimbursement:</i>		

REGISTRATION INFORMATION

Faculty Internship Sponsor:	Department:
Course Number (244 or 444):	Grade Type: Credit/No Credit Letter
Number of Credits: _____ Some departments use the following guidelines to determine credit:	These activities are usually graded on a CR/NC basis. Ask your faculty sponsor about department specific expectations regarding credits and grading.
<i>1 credit = 2.5 – 3 hours/wk X 14 weeks</i> <i>2 credits = 5 – 6 hours/wk X 14 weeks</i> <i>3 credits = 7.5 – 9 hours/wk X 14 weeks</i> <i>4 credits = 10 – 12 hours/wk X 14 weeks</i>	Is this a: Practicum Internship Title of internship/practicum (for transcript):

DESCRIPTION OF PRACTICUM/INTERNSHIP

Students should consult with their faculty sponsor to formulate this proposal. Please type below your response to the following questions (or attach a typed document). Suggested length 1-2 pages.

1. List your primary learning objectives in the areas of academic learning, professional learning, and personal learning. Describe what you hope to accomplish and learn from this experience.
2. Provide a complete description of your specific responsibilities, projects, and/or tasks.
3. Describe the type and frequency of the feedback you will receive from your site supervisor. When and how will your performance be evaluated?
4. How will you demonstrate to your faculty sponsor what you have learned (i.e. paper, journal, project, portfolio, etc.). **Be specific.** Also include the date when work is due. It is recommended that for a written product, the length be commensurate with the amount of credit being granted.
5. Describe your arrangements for contact with your faculty sponsor (meetings, email, phone, etc.).

AGREEMENT

Please read and sign below.

Student: I agree with and accept the academic and work assignments within this agreement. I understand and will adhere to the registration procedure. I understand that an off-campus site may have additional requirements (e.g., confidentiality, criminal background check) and I agree to become familiar with their policies.

Faculty Sponsor: I have reviewed the student's academic record and determined that the student has fulfilled the necessary prerequisites for the above stated experience. I have discussed the academic component of this experience with the student and we have agreed upon the learning objectives as indicated above. I further agree to meet regularly with the student to discuss the experience. I will evaluate the student based on the student's: performance at the site, ability to reach the learning objectives, and completion of written work, or other project.

Site Supervisor: I have discussed this experience with the student and we have agreed upon the assigned work components appearing above. I agree to provide assistance, training and consultation to the student in order to progress toward the learning goals and to meet with the student regularly.

Department Chair: I have reviewed the student's academic plan of study and support the student in pursuing this experience.

Student Signature Date

Site Supervisor Signature Date

Faculty Sponsor Signature Date

Department Chair Signature Date

Additional help and information is available from the Center for Career and Community Engagement.