



PROVIDENCE
COLLEGE

Academic Year Learning Agreement for Internships & Field Experiences

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NOTE: This form is to be used by undergraduates for the fall and/or spring semesters.

COURSE REGISTRATION: Academic internships/field experiences require timely course registration. Please consult the academic department/program or the *college internship coordinator* regarding the course number for registration. *This form is not a course registration document.*

DRAFTING YOUR LEARNING AGREEMENT: The primary purpose of this agreement is to describe what you intend to learn during the course of your internship/field experience (**learning objectives**), how you intend to learn these things (**learning strategies/activities**), and the means by which your *faculty* and *site supervisors* can assess the achievement of your learning objectives (**evaluation**). As the student intern, you are directly responsible for drafting and submitting your learning agreement. It is expected that you will meet with your *faculty supervisor* and *site supervisor* to discuss the information requested. It is recommended that you compose a rough draft of the agreement in advance of your meetings with your *faculty* and *site supervisors*.

DEADLINE: Once your final version is complete (containing all the required signatures), make 3 copies. Retain 1 copy and provide copies to your *faculty* and *site supervisors*. Submit the **original, signed** agreement to the *College Internship Coordinator* **within the first 2 weeks of the start of the internship OR no later than the end of the 3rd week of the semester.** Failure to submit the agreement within the timeframe stated above may jeopardize your internship/field experience course registration.

SUPERVISION: All students participating in academic internships/field experiences have both a *faculty supervisor* and *site supervisor*. The *faculty supervisor* oversees the academic components of the internship while the *site supervisor* oversees your performance at the internship site. It is expected that you will maintain regular contact with your *faculty supervisor* during the term of your internship/field experience to assess your progress toward your learning objectives and to discuss issues and/or concerns that may arise. Your *faculty supervisor* will also offer specific information about course requirements including the minimum number of internship/field experience hours expected and course assignments. Revisions and additions to the agreement are to be made by mutual consent of the *student intern, faculty supervisor* and *site supervisor*.

SITE EVALUATION: You are required to complete and submit the *Site Evaluation for Academic Internships/Field Experiences*. This form will be sent directly to you via your campus Friar box by the *College Internship Coordinator* and will specify a reply deadline.

PLEASE PRINT

Student Intern: _____ Banner ID #: _____

Graduation Year: _____ Major: _____ Minor: _____

Phone: _____ Email: _____ Friar Box #: _____

Faculty Supervisor: _____ Phone: _____

Faculty Supervisor Campus Address: _____

Faculty Supervisor Email: _____

*The course information directly below is available via the academic department/program. Semester of Registration: •Fall •Spring

Course Number (e.g. "ACC 480"): _____ Year: _____

Grade Option: •P/F or •Letter

Banner CRN: _____ Number of Credits Hours: _____

Internship/Field Experience Organization: _____

Department: _____

Mailing Address (street, city, state & zip): _____

Site Supervisor: _____ Title: _____

Phone: _____ Fax: _____ Email: _____

Intern Title: _____ Start Date: _____ End Date: _____

Rate of Pay, if applicable: _____ Number of Hours per Week: _____

Student Intern Work Schedule: _____

Refer to the internship/field experience position description if available, and/or seek assistance from your *site supervisor*.

POSITION SUMMARY: Write a brief description of the internship/field experience.

Your *faculty supervisor* will assist you in the development of your learning objectives.

LEARNING OBJECTIVES: These are statements that describe **what** you expect to learn. Learning objectives might include your intention to expand/develop **knowledge** in a specific area, improve/develop specific **skills/competencies**, or develop **personal insights** regarding your values or attitudes. It is recommended that you list at least 4 to 6 learning objectives.

Your *faculty supervisor* will assist you in the development of your learning strategies/activities.

LEARNING STRATEGIES/ACTIVITIES: These are statements that describe **how** you intend to achieve your objectives. Examples of how you might achieve your learning objectives include: you perform specific tasks on a project, someone trains you, you ask for observation and seek feedback, you attend meetings, you research a topic, etc. Please list a least 1 learning strategy for each learning objective specified.

Refer to your course syllabus or consult directly with your *faculty supervisor* in responding to this question.

EVALUATION: This is the means by which your *faculty supervisor* assesses the achievement of your learning objectives. Assignments to be evaluated will be determined by your *faculty supervisor*, and they may include but are not limited to: *a reflection journal, papers, readings, projects, seminar participation, etc.* List all course assignments.

Consult with your *faculty supervisor* regarding your arrangements for contact.

FACULTY SUPERVISOR CONTACT: Describe arrangements for and frequency of contact with your *faculty supervisor* during the term of your internship/field experience (e.g., *in person meetings, phone, email, seminar participation*).

Seek assistance from your *site supervisor* in responding to this question.

SITE SUPERVISOR RESPONSIBILITIES: Describe the role of your *site supervisor* in facilitating the achievement of your learning objectives. How will he/she supervise, train, and evaluate you during your internship/field experience?

All parties agree that the internship or field experience will not conflict with attendance at regularly scheduled classes and that the student intern will adhere to the policies and procedures of the sponsoring organization. The organization agrees with the internship or field experience description outlined on this form and agrees to provide assistance, training, supervision, and consultation to support the learning objectives.

In addition, the organization will comply with all state or federal laws and regulations, including but not limited to Title VII, Equal Employment Opportunity laws, Fair Labor Standards, Workers' Compensation laws, and the Americans with Disabilities Act. If a student has an inquiry or a complaint about compliance with any state or federal law or regulation at the internship or field experience site, or the quality of the internship or field experience, he/she should notify his/her *faculty supervisor* and the *College Internship Coordinator* as soon as possible.

REQUIRED SIGNATURES	DATE
Student:	
Faculty Supervisor:	
Site Supervisor:	
If required, Department Chair/Program Director:	

Original copy to be submitted to the College Internship Coordinator in the Office of Career Services, Slavin Center.