



PROVIDENCE
COLLEGE

Academic Year LEARNING AGREEMENT FOR INTERNSHIPS & FIELD EXPERIENCES

This form is to be used by undergraduates for the fall and spring semesters only.

STUDENT INSTRUCTIONS

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, how you intend to learn these things, and the means by which your *faculty* and *site supervisors* can assess the achievement of your learning objectives. **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*.

Once your final version is complete and signed by all parties, make 3 copies. Keep 1 copy and give 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 will jeopardize your internship/field experience course registration.

SUPERVISION: All students must have both a *faculty supervisor* and a *site supervisor*. The *faculty supervisor* oversees the academic components of the internship while the *site supervisor* oversees your performance at the internship site. You will maintain regular contact with your *faculty supervisor* during the term of your internship/field experience in order 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.

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.

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 by the *College Internship Coordinator* and must be returned before the end of the semester.

PLEASE PRINT

Student Intern: _____ Banner ID: _____

Graduation Year: _____ Major: _____ Minor: _____

Cell Phone: _____ Email: _____ Friar Box #: _____

Semester of Registration: ___ Fall ___ Spring Registration Year: _____

Academic Internship/Field Course Number (e.g. "ACC 450"): _____ Banner CRN: _____

Faculty Supervisor: _____ Phone: _____

Faculty Supervisor Campus Address: _____ Faculty Supervisor Email: _____

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: _____ 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 and site supervisors 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 and site supervisors* 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 at 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?

This agreement, signed by all parties, indicates that the student is undertaking an internship course at Providence College and will earn academic credit upon successful completion of all course requirements.

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 student intern's 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:	
Site Supervisor:	
Faculty Supervisor: *final review and approval	
If required, Department Chair/Program Director:	
Original copy to be submitted to the <i>college internship coordinator</i> in the Office of Career Services.	

