



SCHOOL OF CONTINUING EDUCATION
PROVIDENCE COLLEGE

LEARNING AGREEMENT FOR INTERNSHIP

STUDENT INFORMATION:

- You must be enrolled in a degree program in order to complete an internship.
- All students must have 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.
- Fill out this agreement in direct consultation with the faculty supervisor and site supervisor. The primary purpose of this agreement is to describe what you intend to learn during the course of your internship, 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.
- Submit the original, signed agreement to the SCE Office, Harkins Hall Room 109, before the start of the semester.
- Once approved, your Learning Agreement will serve as your registration. Please be sure to complete the payment information on the final page of this Learning Agreement.

(Please Print or Type)

Student: _____ Banner ID#: _____

Graduation Year: _____ Major/Program: _____

Phone (Home): _____ Phone (Work/Cell): _____

E-mail: _____

Faculty Supervisor: _____ Phone: _____

Faculty Supervisor's Email: _____

Academic Department: _____ Course Number: _____

Course Title: _____

Semester: *Fall, Spring, or Summer/ Year:* _____ # Credits: _____ Major Credit: *Yes or No* Grade: *P/F or Letter*

Site Information:

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: _____ Total Hours: _____

Student Intern Work Schedule: _____

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

POSITION SUMMARY: Write a brief description of the internship.

Your faculty and site supervisors will assist you in the development of your learning objectives.

LEARNING OBJECTIVES: These are assignments 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.

Seek assistance from your faculty supervisor in responding to this question.

EVALUATION: This is the means by which your faculty supervisor assesses the achievements 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 (e.g., in person meetings, phone, emails, seminar participation).

Seek assistance from your 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?

REQUIRED SIGNATURES:

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 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 description outlined in 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 and 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 site, or the quality of the internship, he/she should notify his/her faculty supervisor and his/her academic counselor as soon as possible.

_____ Student signature	_____ Date
_____ Site supervisor signature	_____ Date
_____ Faculty supervisor signature	_____ Date
_____ Dean, School of Continuing Education	_____ Date

PAYMENT INFORMATION:

Method of Payment:

- Financial Aid
- Check/Money Order (make check payable to Providence College/SCE)
- Credit Card ([complete payment form](#))
- Third Party Voucher
- Other

Student Signature: _____

FOR SCE OFFICE USE ONLY:

Payment Received _____ Course Number _____

Date Registered _____ CRN _____