



CEP 446/URBDP 546 INTERNSHIP LEARNING CONTRACT

To be filled out prior to enrollment in CEP 446 or URBDP 546

Student Name _____ Quarter/Year _____

INTERNSHIP/FIELD SERVICE SITE

Internship 'title' or area of focus: _____

Name of organization, agency, company, etc. _____

Website _____

What does the organization do/their mission? _____

Name and Position of Supervisor _____

Contact Phone # _____ Contact Email _____

Briefly, how did you find this internship?

1. Learning Goals: What do you intend to learn through this experience? How will you know/demonstrate that you have achieved your learning goals? Be as specific as possible.

Please complete and return the Learning Contract to CEP's Program Manager at the beginning of field placement.



2. Internship Position: Describe the role and responsibilities associated with the "position" or "situation." How will this enable you to meet your learning goals, as identified for example in your Individual Study Plan? Include discussion of activities, research, projects, report writing, etc.

3. Field Supervision: Describe the supervision to be provided by the organization or other entity(ies). What kind of orientation, instruction, assistance, consultation will you receive and from whom?

4. Academic guidance: Note any activities, questions to be engaged, materials to be explored, etc. that you would like included in the academic class portion of the Internship course in order for you to gain the most from your planned internship?

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Agreement: A CEP 446/URBDP 546 internship/field placement is a three-way partnership between the student, instructor for CEP 446/URBDP 546, and internship supervisor. All parties are encouraged to communicate with each other on a regular basis to realize the learning potential of field-based experience.

An internship requires a minimum of 130 hours/quarter (about 13 hours/week) at the internship, and about two hours a week in class.

In addition:

1. The Student agrees to:

- I. Perform to the best of her or his ability and to the satisfaction of the site supervisor those assigned tasks related to the internship/field project and adhere to all personnel rules, regulations, and other standard requirements of the host organization.
- II. Maintain frequent communication with the academic instructor of the course, participate in the course, and complete learning activities assigned by the instructor.
- III. The Site Supervisor will complete and sign the attached Student Evaluation. The student retains the completed Student Evaluation until the evaluation section of the 446/546 Internship class, at which time the evaluation is submitted to the 446/546 Internship instructor.
- IV. Notify the instructor and internship supervisor of any revisions in the contract.

2. The Course Instructor in CEP 446/URBDP 546 agrees to:

- I. Provide instructional support and guidance by communicating regularly with the student in the CEP 446/URBDP 546 seminar about her/his experiences at the site, pertinent readings, theoretical frameworks, etc.
- II. At the end of the quarter, assign either a grade of "Credit" or "No Credit," depending on evaluation of the academic component of the internship/field placement.

3. The-Site Supervisor agrees to:

- I. Provide a good learning and training environment for the student, with a minimum of routine work such as typing, filing or data entry.
- II. Work directly with the student and make explicit arrangements with the student concerning the expectations, hours, duties and overall goals described in this contract, and communicate periodically with the student about her or his performance, keeping a record of the student's hours and performance on the job.
- III. Complete the attached Student Performance Evaluation student's performance. Deliver completed and signed Student Evaluation to student to forward to instructor.

Student Signature date

Site Supervisor Name & Title

Site Supervisor Signature date

Department Advisor/Instructor Signature date

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FOR DOUBLE-SIDED PRINTING PURPOSES

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CEP 446/URBDP 546 INTERNSHIP STUDENT EVALUATION

To be filled out by the site supervisor after student has complete his/her internship

Site Supervisor, please evaluate student on the following evaluation factors using this rating scale: superior, very good, good, fair, or poor. Student, please return evaluation to th4 446/546 professor.

COMPETENCE (knowledge, skills, ability)

INITIATIVE (Proceeds well on own, initiates)

ABILITY TO LEARN (Learns work readily, accepts and follows directions, questions)

RELATIONSHIPS (Cooperation, tact, effectiveness in working with others)

LEADERSHIP (Ability to assume leadership role in assigned tasks)

CREATIVITY (Perceives needs, originates new ideas)

QUALITY OF WORK (Neatness and efficiency with which work assignments are completed)

QUANTITY OF WORK (Amount of acceptable work employee is capable of producing)

DEPENDABILITY (Reliability, punctuality, attendance)

ADDITIONAL SPECIFIC SKILLS, KNOWLEDGE OR ABILITIES IMPORTANT TO THIS POSITION (e.g. writing, oral presentation, handling figures, etc.)

Student signature date

Site supervisor signature Title date

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