HAVC 198/198F: Internship Learning Contract

This learning contract is meant to clarify the intern's learning objectives and to specify expectations and requirements between the intern, agency supervisor, and faculty sponsor. Academic credit is awarded for engaged fieldwork, a reflection assignment (to be determined by the faculty sponsor), and agency supervisor evaluation at the completion of the internship. 5-unit internships will require additional academic work, to be determined by the faculty sponsor.

Name of Student __________________________ Name of Agency __________________________
Student ID # ____________________________ Agency Supervisor __________________________
Email ____________________________ Agency Phone & Email ____________________________
Major ____________________________ FR / SO / JR / SR Faculty Supervisor ____________________________

STUDENT AGREEMENT

☐ I agree to meet with my faculty sponsor at least twice during the quarter.
☐ I agree to check my email daily.
☐ I agree to record my hours on a timesheet and submit it at the end of the quarter (60 or 150 hours required).
☐ I agree to submit a midterm report and a reflection assignment about my internship experience to my faculty sponsor.
☐ I understand that timely submission of the internship evaluation to the HAVC undergraduate advisor is a requirement for passing the class, and that I will not pass unless ALL my materials are submitted by the specified deadlines.

Days and times you will be at the internship site: ______________________________________

AGENCY AGREEMENT

1. RESPONSIBILITIES OF AGENCY TO STUDENT: Provide orientation and training, supervise intern, submit written evaluation of intern at the end of the quarter, and _____________________________.

Deadline to submit written evaluation: ______________________________________

2. RESPONSIBILITIES OF STUDENT TO AGENCY: Describe intern’s role within the agency. List tasks to be performed, work schedule, and specific outcomes. _____________________________.

________________________________________________________

________________________________________________________

3. Required readings for agency: (☐yes ☐no) _____________________________.

________________________________________________________

4. Meetings with agency supervisor are required at least weekly:

☐ specific time/day _____________________________. ☐ as needed — explain: _____________________________.

Rev. 9/30/16, BV/SLK
FACULTY AGREEMENT

1. Establish and review academic requirements, write final evaluation, submit P/NP grade, and

2. Meetings with student are required (minimum 2; review Internship Midterm Report in week 6.)
   □ student will meet with me ___________ times this quarter on _______________________________

3. Required or Recommended Readings (if applicable; attach additional sheet if needed):
   a. _______________________________________________________________________________
   b. _______________________________________________________________________________

4. Review the student’s Reflection Assignment(s) (e.g., journal, final paper, or other assignment(s) that thoughtfully reflects on the internship experience – work performed, skills and theory learned, connections to coursework, intellectual and personal growth).
   Requirements for reflection assignment _______________________________________________________________________________________

5. For 5-unit internships, please specify additional academic work to be completed by the student:
   _______________________________________________________________________________

To be submitted to faculty: a) midterm report signed by agency supervisor b) signed timesheet logging at least 60 (198F, 2 units) or 150 (198, 5 units) field hours, c) reflection assignment(s), and d) additional work required for a 5-unit internship.

To be submitted to HAVC undergraduate advisor: Student evaluation of internship and sponsoring agency.

DEADLINE: ____________________________

By signing below you agree to the responsibilities detailed above and understand that UCSC, the HAVC Department and the HAVC faculty supervisor bear no responsibility for any injury, loss or damage that might occur during the student’s fieldwork for the agency. You also agree to contact the student, the agency supervisor, the faculty supervisor, or the HAVC advisor should you have any concerns about this internship placement.

Signed:

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Signed:

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<th>Agency Supervisor</th>
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<th>Faculty Sponsor</th>
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