

# Guide for Developing the Learning Agreement

The learning agreement is between the supervisor and students as well as the internship coordinator due to credit being earned. It is typically comprised of four parts: goals & objectives, rights & responsibilities, a contact sheet and an agreement clause with space for signatures. Explanations are provided below with suggested included information.

## Contact Sheet

- The contact sheet with the agreement signature contains the following:
  - Employer/Supervisor name, title, address, email, telephone number
  - Intern name, email, telephone number
  - Internship start and end dates
  - Internship hours: daily/weekly schedule, hours per week, total in internship
  - Number of credits the interns will be earning
  - Payment terms or other compensation means, if applicable. Demonstrates how the employer meets the DOL-FLSA rules if unpaid and "for-profit".
- Includes statement indicating that the intern and /or employer must notify the university representative (internship course instructor) if there is a change in status.
- Indicates the preferred method of communication with the internship course instructor.

## Rights and Responsibilities

### Student Rights and Responsibilities

- Pursue a meaningful work experience related to a student's major and/or career goals.
- Expect to be treated fairly and with respect by all staff at site.
- Discuss insurance/liability with the employer, including how the intern is protected in case of a legal or medical situation at the internship site.
- Complete tasks assigned by supervisor or designee.
- Treat others with respect at all times.
- Recognize that there are confidential situations and interns may be asked to sign a confidentiality clause document.
- Follow University of TN Hill Topics.
- Create Goals and Objectives Sheet to define role in the internship and review with supervisor on a regular basis.
- Remain in contact with the Internship Course Instructor throughout the internship and complete all required assignments to receive credit.

### Employer Rights and Responsibilities

- Provide a complete description of intern's responsibilities.
- Offer an orientation to introduce student to work culture.
- Provide information on harassment and discrimination policies.
- Explain office etiquette, behaviors, attire, meals, timeliness, work location, parking, overall facility, and general rules of organization.
- Explain supervisor's preferred communication methods.
- Provide a meaningful internship experience for the student guided by identified and agreed upon goals and objectives.
- Assign no more than 25% clerical or menial style tasks that are not dependent on one earning a college degree to do.
- Discuss termination procedures with student and internship course instructor.
- Avoid involving student in any situation that has illegal components for the intern
- Remain accessible to the Internship Course Instructor throughout the experience.
- Evaluate the intern as often as needed but at least as often as required by the course.

## Goals and Objectives

- The internship exists for the student to learn, and all objectives are to revolve around the idea that the intern should learn about self, organization and industry.
- The intern should discuss the answers to each of the following questions with their supervisor:
  - What skills do you want to develop as you are working on your internship?
  - How do you plan to accomplish this skill development? What are specific actions, tasks, and work assignments that will allow you to achieve your objective?
  - How will you be evaluated on skill development?

## Agreement Clause

- Include statements such as these below:
  - The employer agrees to information stated in the Learning Agreement and will adhere to all stated policies. The student agrees to abide by all guidelines set forth in the Learning Agreement.
- Signed and dated by all parties