

PSYC 396(N) Learning Agreement

Contact sheet

Student Information

Full Name: _____
Last *First* *M.I.*

Phone: _____ Email: _____

Placement Information

Agency: _____

Supervisor Name: _____
Last *First* *M.I.*

Title: _____

Address: _____
Street Address

City *State* *ZIP Code*

Phone: _____ Email: _____

Internship Information

Start date: _____ End date: _____

Schedule/hours: _____

Total work hours: _____

Compensation[†]: _____

Credit hours: _____

Internship Course Instructor

Instructor Name: _____
Last *First* *M.I.*

Title: _____

Phone: _____ Email: _____

Preferred contact method[†]: _____

* For unpaid "for profit" private sector internships, please attach a document describing how the employer meets the DOL-FLSA criteria for exemption.

† The intern and/or employer must notify the internship course instructor of any change in status.

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. Prior to signing this Learning Agreement, the intern and supervisor should discuss the following questions:

- 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 and when will evaluation take place?

The intern and supervisor should also discuss the questions in the attached *Risk Management* handout. Although the student will elaborate on these questions in one of the first written assignments for the course, please list up to four goals or objectives for the internship experience:

Goal/Objective #1: _____

Goal/Objective #2: _____

Goal/Objective #3: _____

Goal/Objective #4: _____

Risk management: What can go wrong?

One of the best ways to ensure that the placement experience is successful for both sites and students is by anticipating What can go wrong? before anything does. The questions below are designed to help site supervisors and students think through potentially risky situations that might arise and identify ways to prevent or manage them.

Identifying risks

For each of the following categories, ask yourself ***Could a reasonable person foresee something hazardous occurring based on....***

- the learning site's location?
- the student's transportation to and from the site?
- the activities the student will be performing as part of the placement?
- the community partners with whom the student will be working?
- the special populations with whom the student will be working?

Assessing risks

For each question answered yes, ask yourself:

- How likely is this to occur?
- What are the consequences if it does occur?

Managing risks

For each possible risk, what can be done to minimize, eliminate, or manage the risk? Some examples:

- Having the student participate in specific safety training or orientations
- Providing structured supervision of the student's work
- Ensuring the student is not working alone in certain situations, especially when minors or home visits are involved
- Assigning some tasks to others with more / different training

Monitoring Risks

As the student gains experience and the placement evolves, it is important to re-evaluate risk by periodically repeating this process of identifying, assessing, and managing risks.

Open communication between the site, the faculty instructor, and student are also critical. See the Contact Sheet for information on how to reach the faculty instructor.

Information on risk management adapted from information provided by the [Office of Experience Learning](#) at UTK, which was in turn taken from:

Bickel, R. D. (2001, February). *Explaining the legal duty of the college or university to make reasonable provisions for the safety of student interns and externs*. Workshop presented at the 2001 National Conference on Law & Higher Education, Clearwater Beach, FL.

Rights and Responsibilities

Student Rights and Responsibilities

- Remain open to learning
- Work collaboratively with your supervisor to meet both the needs of the site *and* your own goals.
- Communicate effectively and proactively.
 - Review goals and expectations 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.
- Obtain student liability insurance
- Expect to be treated fairly and with respect by all staff at 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.

Employer Rights and Responsibilities

- Assess the student's experience and competence, identify and monitor potential risks, and assign appropriate tasks
- 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.

Agreement Clause

The employer agrees to information stated in this Learning Agreement and will adhere to all stated policies. The student agrees to abide by all guidelines set forth in this Learning Agreement.

Employer signature: _____

Date: _____

Student Signature: _____

Date: _____

Instructor Approval

Signature: _____

Date: _____