

**CREDIT PROPOSAL / LEARNING AGREEMENT**

This document establishes guidelines and identifies the educational objectives for this experiential learning opportunity. Please be sure all information is complete and legible. **Faculty from your department will review this information and determine if the internship qualifies for academic credit.**

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**Job Description & Internship Goals** – Please give a brief job description & state at least three learning objectives (goals) the student and supervisor have developed for this internship. Goals should be SMART--Specific, Measurable, Attainable, Relevant, Time-bound. Please attach additional sheets if necessary.

Job Description

Internship Goals

- 1.
  
  
  
  
  
  
  
  
  
  
- 2.
  
  
  
  
  
  
  
  
  
  
- 3.

**Faculty Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Employer Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Memo of Understanding

In consideration of the mutual benefits of the Experiential Education Program, WTAMU, the employer, and the student agree as follows:

- A. The EMPLOYER agrees to:
1. Encourage and support the learning aspect of the student's co-op/internship assignment.
  2. Designate an employee to serve as student advisor with responsibilities to help orient the student to the site and its culture, to assist in the development of learning objectives, to confer regularly with the student and his/her faculty representative, and to monitor progress of the student.
  3. Provide adequate supervision and assign duties that are career related, progressive and challenging.
  4. Make available equipment, supplies, and space necessary for the student to perform his/her duties.
  5. Provide a safe working environment.
  6. Will not displace regular workers with students secured through co-op/internship referral.
  7. Notify College personnel of any changes in the student's work status, schedule, or performance.
  8. Allow a faculty representative to visit the work site to confer with the student and his/her supervisor.
  9. Communicate Site Sponsor policies and standards to College personnel.
  10. Maintain general liability, professional liability and worker's compensation insurance as required by law.
- B. WTAMU agrees to:
1. Provide a faculty coordinator to monitor the progress of placement if the student is approved for academic credit.
  2. Make periodic contacts with the employer and student.
  3. If the student is receiving credit, determine a grade and award college credit in designated courses for successful job performance and completion of related assignments. ***The faculty coordinator is solely responsible for determining and awarding the internship grade.***
  4. Notify the employer if the student withdraws from the experiential education course and/or the university.
- C. The STUDENT agrees to:
1. Register for the appropriate course if approved for credit.
  2. Work an average of \_\_\_\_\_ hours during each of the work terms.
  3. Develop a well-planned series of learning objectives, in conjunction with the faculty coordinator or intern staff and the employer. The objectives should be related to the goals of the student's instructional programs.
  4. Immediately notify the Experiential Education office and faculty coordinator of any problems or changes in job responsibilities.
  5. Abide by the regulations and policies of both the Experiential Education Program & the employer.
  6. Remain employed the entire semester or risk the loss of credits.
  7. Forfeit all credits if he/she leaves the Experiential Education program without the consent of the Experiential Education office or if he/she is discharged from the job prior to the completion of the required amount of time in the job.

## SIGNATURES

We agree to comply with the terms and conditions of the Agreement.

\_\_\_\_\_  
For WTAMU / Date

\_\_\_\_\_  
For the Student / Date

\_\_\_\_\_  
For the Employer / Date

Revised- 6/2014