

This form is a learning agreement between student, faculty sponsor, and agency supervisor, facilitated by the Office of Community-Engaged Learning (OCEL).

There are two components to this form: *Experiential Work* and *Academic Work*.

The section on *Experiential Work* is to be completed at the time that the position is offered. The section on *Academic Work* is to be completed thereafter.

IMPORTANT DATES

End of First Week of Internship

CEL Agreement due | Students should return completed Agreement to OCEL.

August 25, 2020

Agency evaluations due to OCEL

October 1, 2020

Student final work due to faculty sponsor

STUDENT NAME		CLASS OF
EMAIL		TELEPHONE
AGENCY NAME		
MAILING ADDRESS		
SUPERVISOR'S NAME		POSITION TITLE
SUPERVISOR'S EMAIL		TELEPHONE
STUDENT POSITION TITLE		HOURS <input type="radio"/> 40 HRS / 0.5 UNIT <input type="radio"/> 80 HRS / 1.0 UNIT <i>0.5 unit entails a minimum of 40 hours of experiential work and a minimum of 30 hours of academic work. 1.0 unit entails a minimum of 80 hours of experiential work and a minimum of 60 hours of academic work.</i>

SUMMARY OF DUTIES & RESPONSIBILITIES *To be completed by student in consultation with agency supervisor.*

We request that you provide the student with an overview of your agency's mission, culture, and workplace expectations, and a safe and productive working environment.

[illegible]

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

CEL AGREEMENT

A copy of this agreement will be returned to all parties.

DATE _____

DATE _____

DATE _____

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STUDENT NAME

CLASS OF

EMAIL

TELEPHONE

FACULTY SPONSOR

FACULTY DEPARTMENT

CREDIT ☐ 0.5 UNIT / 30 HRS ☐ 1.0 UNIT / 60 HRS

0.5 unit entails a minimum of 30 hours of academic work and a minimum of 40 hours of experiential work. 1.0 unit entails a minimum of 60 hours of academic work and a minimum of 80 hours of experiential work.

FACULTY EMAIL

COURSE TITLE *To be completed by student in consultation with faculty sponsor.*

Please limit to 29 characters, including spaces. This is how the course will appear on the student's transcript.

EDUCATIONAL PURPOSE *To be completed by student in consultation with faculty sponsor.*

SUPERVISION, ACADEMIC WORK, & EVALUATION *To be completed by faculty sponsor.*

The faculty handbook specifies that the minimum requirements for community-engaged learning include keeping a journal, meeting with the faculty sponsor, and a final integrative exercise. Departments, Programs, and faculty members are free to impose additional requirements. Academic work normally is considered confidential within the college.

Please indicate the methods which will be used to supervise the student, assign academic work, and evaluate student performance (in addition to agency evaluation). Please use additional pages if necessary.

☐ Faculty/Student Conference (required): # of conferences _____ ☐ Student Journal (required)

Final Integrative Exercise (required): ☐ Student Report ☐ Portfolio of work done for agency ☐ Other: _____

☐ Assigned Readings: _____

☐ Other: _____

CEL AGREEMENT

By signing, the agency, faculty sponsor, student, and Director of the Office of Community-Engaged Learning (OCEL) agree that this position is a learning experience for academic credit. Students receiving 0.5 units of credit are expected to complete a minimum of 40 hours of experiential work and a minimum of 30 hours of academic work. Students receiving 1.0 unit of credit are expected to complete a minimum of 80 hours of experiential work and a minimum of 60 hours of academic work.

Students are expected to complete the following OCEL components: a beginning of the semester orientation, one mid-semester cohort meeting, an end of the semester feedback form, and maintain a time-log.

While doing CEL, students may be exposed to confidential information at their agency. Students are required to keep such information completely confidential. If there is any question on what information is confidential, the student should ask their agency supervisor, faculty sponsor, or the OCEL director Dr. Lisa Kaul to clarify the situation.

The Agency or OCEL may terminate or adjust this CEL Agreement after consultation with all parties if the nature and quality of the work performed by or given to the student do not meet the requirements of this agreement or due to other circumstances.

A copy of this agreement will be returned to all parties.

FACULTY SIGNATURE _____ DATE _____

STUDENT SIGNATURE _____ DATE _____

DIRECTOR OF OCEL SIGNATURE _____ DATE _____