



Higher Education &



**Field Experience/Teaching
Practicum/Internship
Learning Contract**

This learning contract is to be developed in the first week of the field experience, and must be signed by the student, Field Site Supervisor, and the Program Faculty Supervisor.

Student Information:

Name: _____

Student Number: _____

Address: _____

Faculty Supervisor

Name: _____

Email: _____

Telephone (home): _____

(work): _____

Site Information:

Agency/Service/Office

Name: _____

Field Site Supervisor

Name: _____ **Title:** _____

Address: _____

Telephone

(home): _____

Email: _____

(work): _____

Field Experience/Teaching Practicum/Internship Dates:

Start

Date: _____

End

Date: _____

Internship/field experience learning objectives:

Nature of the activities and experiences through which the objectives will be met:

Proposed means of documenting how, and how well, the objectives have been met:

To Be Completed by the end of the Internship/Field Experience:

Date

Completed:

- _____ Time and Activities Log
-This log may need to be submitted on a bi-weekly basis to the Field Site Supervisor and/or Faculty Supervisor
-Coordinate this with both supervisors
- _____ Field Supervisor's Evaluation of Student
- _____ Final Report
-Include (1) all logs, (2) documentation of how, and how well, learning objectives were met, Field Supervisor's Evaluation, and (3) a personal reflection paper on the experience
-This will be submitted to Field Site Supervisor, who will forward the report to the Faculty Supervisor with additional comments

Signatures:

Student: _____ Date: _____
Field Site Supervisor: _____ Date: _____
Faculty Supervisor: _____ Date: _____