

Women's Studies & Gender Studies



Preparing people to lead extraordinary lives

WOMEN'S STUDIES & GENDER STUDIES PROGRAM LOYOLA UNIVERSITY PRACTICUM/INTERNSHIP LEARNING AGREEMENT

STUDENT'S NAME

ADDRESS

CITY AND STATE

ZIP

PHONE NUMBER

SPONSORING INSTITUTION

SUPERVISOR

ADDRESS

CITY AND STATE

ZIP

E-MAIL ADDRESS

PHONE NUMBER

I. DURATION

A. STARTING DATE

B. CLOSING DATE

II. DESCRIPTION OF THE PRACTICUM OR INTERNSHIP

III. OBJECTIVES OF THE PRACTICUM OR INTERNSHIP

SPECIFY THE PROFESSIONAL AND CAREER DEVELOPMENT GOALS TO BE ACHIEVED DURING THE PRACTICUM OR INTERNSHIP.

IV. STUDENT RESPONSIBILITIES

(1) SPECIFY THE DUTIES AND RESPONSIBILITIES OF THE STUDENT TO THE SPONSORING INSTITUTION. THESE SHOULD BE STATED AS CONCISELY AND CLEARLY AS POSSIBLE IN ORDER TO AVOID UNCERTAINTY DURING THE COURSE OF THE PRACTICUM OR INTERNSHIP AND AT THE TIME OF THE FINAL EVALUATION. (2) PROVIDE A SIGNED COPY OF THE AGREEMENT TO THE SUPERVISOR AND THE PROGRAM DIRECTOR

V. SUPERVISOR RESPONSIBILITIES

INDICATE (1) THE ARRANGEMENTS TO BE MADE BETWEEN THE SUPERVISOR AND STUDENT FOR THE PURPOSE OF CONSTRUCTIVE CRITICISM, GUIDANCE, AND ON-GOING EVALUATION; (2) THOSE DUTIES AND RESPONSIBILITIES YOU AND THE SPONSORING INSTITUTION WILL PERFORM TO FACILITATE THE PRACTICUM OR INTERNSHIP OBJECTIVES. PLEASE SUBMIT AN EVALUATION OF THE STUDENT AT THE CONCLUSION OF THE PRACTICUM OR INTERNSHIP.

VI. PROGRAM DIRECTOR RRESPONSIBILITIES

(1) THE PROGRAM DIRECTOR WILL MEET REGULARLY WITH THE STUDENT DURING THE COURSE OF THE PRACTICUM OR INTERNSHIP FOR THE PURPOSE OF CONSTRUCTIVE CRITICISM, GUIDANCE, AND ON-GOING EVALUATION. (2) THE PROGRAM DIRECTOR WILL MEET WITH THE PRACTICUM OR INTERNSHIP SUPERVISOR TO REVIEW THE PRACTICUM OR INTERNSHIP EXPERIENCE AS NEEDED.

VII. APPROVAL

STUDENT:

DATE

SUPERVISOR:

DATE

PROGRAM DIRECTOR:

DATE