



2018 Community Learning Agreement

Intern and Supervisor - aligning expectations and articulating learning goals

Internship: Monday, June 11 – Thursday, August 2, 2018

Community Learning Agreement (CLA) – This is a living document that is a vital communication tool for the summer.

Timeline:

- Within one week of matching email - intern calls supervisor to discuss expectations, responsibilities, and confirm match.
- Both supervisor and intern confirm the match with SHECP by phone or email, or express concerns.
- **By April 25** - In collaboration with supervisor, intern completes CLA including signatures by both intern and supervisor and submits it to SHECP via [Sakai – Drop Box](#).
- After first week of internship: Intern and supervisor revisit CLA, and make any tweaks or updates. Major changes require resubmitting to SHECP.
- During summer – Supervisor and intern revisit periodically and update as needed.

Contact Information

Intern name: _____ cell #: _____

School represented: _____

Supervisor name: _____ cell #: _____

Organization: _____

Additional mentors: _____

General Working Conditions *(Student should gather information from site supervisor prior to April 25.)*

Dress code: *(Please include specific prohibitions on clothing items as well as general description, for example, business casual, no jeans or t-shirts, no open-toed shoes.)*

Clearances: Does intern need to complete a health or security test prior to the internship? Yes _____ No _____

If yes, what and who will coordinate and pay any expenses? _____

Confidentiality: Agency has oriented the intern to its confidentiality policy. Yes _____ Will do upon arrival _____

Workspace Address & Location: (Building Address, Room #, location)

Transportation to work: *(Please be as specific as possible, for example, public transit routes, parking arrangements, etc.)* _____

Amy K. DeHart, SHECP Internship Coordinator

www.shepherdconsortium.org/ 540-458-8164

Work Schedule: Days: _____ Hours: _____ Other: _____

Agency Expectations The service site agrees to:

- a) Accept qualified students and assign jobs without regard to race, age, color, sex, sexual orientation, gender identity, religion, ethnic or national origin, disability, military or veteran status protected under federal law, or genetic information.
- b) Designate a supervisor to oversee the intern’s work, provide guidance and support, evaluate the student’s performance, and act as a liaison between SHECP and the agency.
- c) Provide appropriate training and a meaningful internship experience for the student, averaging 35-40 hours a week between June 11 and August 2.
- d) Notify SHECP immediately of any problems in the intern’s behavior or changes in job duties.
- e) Identify job responsibilities and expectations for the intern in the space below.

Work Objectives - Please identify what tasks or duties intern will be assigned. Please be as specific as possible, including daily responsibilities, special projects, and expectations, or attach a job description.

Agency Tasks/Projects	Timeframe	Notes on Progress
<p>Examples:</p> <ul style="list-style-type: none"> • Intern will shadow behavior therapist and take notes on intervention techniques. • Intern will greet visitors, direct phone calls, and providing forms to clients as appropriate. • Intern will research and develop weekly lesson plans focused on building positive self-esteem for pre-school children. 	<p>Examples:</p> <p>By June 22</p> <p>June 5-10</p> <p>By July 10</p>	<p>Example:</p> <p>Complete. Next step is ...</p> <p>Complete.</p> <p>Completed research, draft lesson plans under review.</p>
1.		
2.		
3.		

Expected or Recommended Background Reading, prior to internship – Please be specific and provide appropriate links to online material if it is available, such as volunteer manual, code of conduct, relevant articles, book chapters, etc.

- 1.
- 2.



Shepherd Higher Education Consortium on Poverty

SHECP Intern Expectations The student agrees to:

- a) Complete an average of 35-40 hours a week of work for the service site between June 11 and August 2.
- b) Develop learning objectives in conjunction with the work supervisor commensurate w/skills and academic & career goals.
- c) Notify SHECP immediately of any problems related to the internship or changes in supervisor or major duties.
- d) Comply with agency policies regarding confidentiality, security, safety, clearances, and other expectations.

Learning Objectives – Review *CLA Guidance Sheet*, then in collaboration with the campus intern coordinator and/or the site supervisor, develop at least three specific learning goals that will enrich the internship experience and enhance the intern’s:

- * intellectual understanding and knowledge,
- * general skill development,
- * or personal growth.

Student Learning Objectives	Action Steps (tools, training, other concrete ways to help you reach goals)	Notes on Progress
I.		
II.		
III.		
IV.		

Student Signature: _____ Date _____

Supervisor Signature: _____ Date _____

Amy K. DeHart, SHECP Internship Coordinator
www.shepherdconsortium.org/ 540-458-8164