



Undergraduate Community Based Internship Learning Agreement

Student Information

Student name:	Student number:	Email:
Host site organization:	Position at the organization:	Phone:

Organization Supervisor Information

Supervisor name(s):	E-mail:	Phone:
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Carlson Center Graduate Student Mentor Information

Mentor name:	E-mail:	Phone:
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Guidelines for Using the Learning Agreement

The Undergraduate Community Based Internship (UCBI) Learning Agreement serves to structure and guide interns' experiences, reflections, and professional development during their two-quarter internship experience. It is a living document that can and should be revisited, refined, and adjusted throughout the internship. We highly encourage interns, graduate mentors, and site supervisors to make changes and/or modifications during the internship in order to better adapt to the needs of both the intern and the organization.

The Learning Agreement consists of three parts:

1. Personal Reflection Goals. The UCBI program is guided by four principles: humility, equity, responsibility, and introspection and purpose. Based on these four principles, interns are encouraged to develop goals for growing in their application of and engagement with these principles with support from their graduate student mentors and site supervisors.
2. SMART Professional Development Goals. The UCBI program intends to provide students' opportunity to develop **S**pecific, **M**easurable, **A**ctionable, **R**elevant, and **T**imely professional learning objectives that aim to both develop the skills and knowledge relevant to interns' field of interest. These goals should target identified areas of professional growth for interns and informed by the desired skills and knowledge of their intended career with the help of the site supervisor. These goals are an opportunity for interns to collaboratively work with their graduate mentor and site supervisor to identify personal gaps in skills and knowledge and structure their internship experience to build and refine these areas within the context of their field of interest.
3. Duties and responsibilities. The Learning Agreement discusses duties and responsibilities of undergraduate interns, graduate student mentors and host organization supervisors. The duties and responsibilities are to be negotiated collectively by the three parties.

Part One: Personal Reflection Goals

Principle #1: Humility

How would you like to grow in the practice of humility?

Principle #2: Equity

How would you like to grow in engaging issues of equity?

Principle #3: Responsibility

How would you like to grow in your practice of responsibility?

Principle #4: Introspection and Purpose

How would you like to grow in your practice of introspection and your development of personal and professional purpose?

Part Two: SMART Professional Development Goals

Profession Goal: Skill Development

What do you specifically hope to accomplish?	
How will you measure your progress towards this goal?	
What actions will you take to achieve this goal?	
How is this goal relevant to your internship work, academic interests, and/or career aspirations?	
What is your timeline for progressing towards this goal?	

Profession Goal: Skill Development

What do you specifically hope to accomplish?	
How will you measure your progress towards this goal?	
What actions will you take to achieve this goal?	
How is this goal relevant to your internship work, academic interests, and/or career aspirations?	
What is your timeline for progressing towards this goal?	

Profession Goal: Knowledge Acquisition

What do you specifically hope to learn?	
How will you measure your progress towards this goal?	
What actions will you take to achieve this goal?	
How is this goal relevant to your internship work, academic interests, and/or career aspirations?	
What is your timeline for progressing towards this goal?	

Profession Goal: Knowledge Acquisition

What do you specifically hope to learn?	
How will you measure your progress towards this goal?	
What actions will you take to achieve this goal?	
How is this goal relevant to your internship work, academic interests, and/or career aspirations?	
What is your timeline for progressing towards this goal?	

Part Three: Duties and Responsibilities

Undergraduate Interns' Duties and Responsibilities at the Carlson Center
Attend orientation developed by the Carlson Center and the Career Center
Attend and participate in weekly individual or cohort meetings
Complete performance tasks on time
Complete a community asset map in winter quarter and a focus project in spring quarter
Undergraduate Interns' Duties and Responsibilities at Host Site Organizations <i>(undergraduate intern, please communicate with your supervisor and add 2-4 items that are specific to your work at the organization)</i>

Graduate Student Mentors' Duties and Responsibilities

Conduct pre-service orientation

Hold individual and cohort meetings with undergraduate interns

Offer timely, consistent, and specific feedback to undergraduate interns participation in on-campus programming, including the community asset map and culminating focus project.

Support and coordinate with host organization supervisors, including site-based visits

Facilitate a performance evaluation of the intern at the end of each quarter

Interns' Requests of Graduate Student Mentors' Responsibilities: (*undergraduate intern, please add 2-4 items that are specific to the internship experience at your organization and the mentorship you seek from the graduate student you are assigned to work with*):

Site Supervisors' Duties and Responsibilities:

Conduct pre-service orientations and quarterly intern performance evaluations

Provide training, on-going mentorship, professional development opportunities, supervision and evaluation for interns

Provide any necessary equipment and an appropriate work space

Attend culminating UCBI community-campus event

Interns' Requests of Site Supervisor's Duties and Responsibilities: (*undergraduate intern, please add 2-4 items that are specific to the internship experience at your organization and the guidance/support you seek from the host organization site supervisor*):

PLEASE READ CAREFULLY

As a Carlson Center Community Based Intern, you have been selected for an intensive two-quarter internship experience. To undertake this internship as a representative of the University of Washington, the Carlson Leadership & Public Service Center and yourself, you must agree to:

1. Fulfill your agreement as to your learning objectives, duties and responsibilities to the best of your ability.
2. Be professional – punctual, polite, and respectful of the policies, rules and regulations of the Carlson Center as well as the host site organization.

I have read and agree to the Learning Agreement and the guidelines as outlined above.

Undergraduate Intern Signature

Date

I have read the Learning Agreement and agree to provide supervision and support for the student above.

Host Organization Supervisor

Date

I have read the Learning Agreement and agree to provide support for the student and the supervisor above.

Carlson Center Graduate Student Mentor

Date