



ARTS INTERNSHIP PROGRAM:

Learning Contract

This learning contract is meant to clarify the intern's learning objectives and to specify expectations and requirements between the intern, agency sponsor, and faculty sponsor. Academic credit is awarded for documented learning that takes place during the internship and leads to the development of new concepts and insights. Careful planning, reflection during the internship, and critical analysis at its completion help maximize the learning potential of this experience.

TODAY'S DATE: _____

Name of Student _____

Name of Agency _____

Address _____

Address _____

City, State Zip _____

City, State Zip _____

Telephone _____

Agency Sponsor _____

Email _____

Job Title Phone _____

Student ID No. _____

Phone _____

Major _____ FR / SO / JR / SR

Email _____

Faculty Sponsor _____

STUDENT AGREEMENT

- ___ I agree to check my email address weekly as a required part of this internship.
- ___ I agree to read the Internship Syllabus/Checklist and submit all work on due dates.
- ___ I further agree to meet with my faculty sponsor—a minimum of twice for a 2-unit internship and three times for a 5-unit internship.
- ___ If my picture is taken at the internship site, I agree to its exclusive use by the internship office for promotional purposes only.

GIVE A BRIEF DESCRIPTION OF THE AGENCY FOR WHICH YOU WILL BE WORKING:

WHY DO YOU WANT TO DO THIS INTERNSHIP? WHAT ARE YOUR LEARNING GOALS? (Mention academic concepts and principles to be tested, specific skills and competencies to be learned, connections to studies and/or career.)

HOW ARE YOU PREPARED TO DO THIS INTERNSHIP?

Relevant coursework you have taken:

Relevant skills and experience:

OFFICE USE ONLY:

Student: _____ Qtr& Yr: _____ SUBJ & # _____ # units _____ CLASS# _____

AGENCY AGREEMENT

1. RESPONSIBILITIES OF AGENCY TO STUDENT: Supervision of intern, opportunities for engaged learning, written evaluation and ...

2. RESPONSIBILITIES OF STUDENT TO AGENCY (describe intern role within the agency. List tasks to be performed during the internship, work schedule, specific outcomes, and final product if any).

3. Required readings for agency: (yes no)

a) _____ b) _____

4. Meetings with agency sponsor are required at least weekly, and will take place:

specific time/day: _____ as needed — explain: _____

FACULTY AGREEMENT

Student will meet with me _____ this quarter (*minimum twice for a 2-unit internship and 3-4 meetings for a 5-unit internship.*)

Student will keep a field journal (to be submitted only to faculty at end of quarter.)

Style requirements: _____

Required Readings: (Annotations? yes no)

a. Internship Handbook, available on-line at <http://arts.ucsc.edu/interns/studenthandbook>

b. _____

c. _____

Final Work to be submitted:

Journal Paper Project Documentation Evaluations by Agency and Student:

Work requirements for 2-unit field studies:

a) 40-60 field hours, b) maintain a field journal*, c) 3-5 page final paper that details and reflects back upon the entire internship process, and d) meet with faculty sponsor at least 2 times during the quarter, e) submit supervisor-signed time record*.

Work requirements for 5-unit field studies:

a) 100-120 field hours; b) maintain a field journal*; c) 6-10 page final paper which details and reflects back upon the entire internship process; e) project documentation

**optional, by discretion of faculty sponsor*

Printed Name	Signature	Date
Student: _____	_____	_____
Agency Sponsor: _____	_____	_____
Faculty Sponsor: _____	_____	_____
Arts Internship Coordinator: _____	_____	_____