



### ARTSSCI 3191.01 Learning Agreement: Autumn Semester 2020

Students seeking to enroll in ARTSSCI 3191.01 must submit this form to the Course Coordinator, Mark Runco ([runco.4@osu.edu](mailto:runco.4@osu.edu)) by the Friday preceding the first week of the semester. PLEASE PRINT CLEARLY!

#### SECTION 1 – STUDENT INFORMATION

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

OSU E-mail Address: \_\_\_\_\_ Student ID #: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Major(s): \_\_\_\_\_ Cumulative GPA: \_\_\_\_\_ Expected Graduation (Semester/Year): \_\_\_\_\_

**Attention international students:** Have you been authorized by the Office of International Affairs to use Curricular Practical Training (CPT)/Academic Training during this particular internship?      Yes      No

#### SECTION 2 – INTERNSHIP COMPONENT (to be completed by the Site Supervisor)

Name of Company/Organization: \_\_\_\_\_

Title of Internship Program: \_\_\_\_\_

Start Date: \_\_\_/\_\_\_/\_\_\_ End Date: \_\_\_/\_\_\_/\_\_\_ Hours per week the student will work (estimate): \_\_\_\_\_

Please describe each of the following internship components (or, attach related documents):

Intern Duties:



Supervision and Training:

**SECTION 2 – INTERNSHIP COMPONENT (continued)**

Career Exploration Support (e.g., opportunities to shadow staff, mentoring discussions, etc):

Compensation:                    \_\_\_ Unpaid            \_\_\_ Paid            If paid, please specify the wage: \_\_\_\_\_

Supervisor's Name \_\_\_\_\_ and e-mail \_\_\_\_\_

Supervisor's Phone # (include extension if applicable): \_\_\_\_\_; Fax #: \_\_\_\_\_

Supervisor's Postal Address: \_\_\_\_\_

(If located in Ohio, please specify the county: \_\_\_\_\_)

Will the intern report to you at the above address?      Yes      No      If no, specify the address of the internship site:

Street Address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

(If located in Ohio, please specify the county: \_\_\_\_\_)

[No for-credit internships will be approved that are located in a private residence (e.g., a home office).]

My signature is consent that I will serve as the supervisor for this student and seek to structure the internship experience in a way that supports the student's learning goals detailed on page 3. I further agree to 1) provide input about the student's work performance if requested by the Faculty Sponsor, 2) conduct an evaluation of the student using the evaluation form to be provided by the Course Coordinator, and 3) to arrange a site visit if one is requested by either the Faculty Sponsor or Course Coordinator.

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

**SECTION 3 – ACADEMIC COMPONENT** (to be jointly designed by the Faculty Sponsor and Student)

Identify at least one learning objective in each of the following categories. You may want to write a first draft of the agreement and then share it with your Faculty Sponsor for suggestions and approval before producing the final version. Additional guidelines for completion of the learning agreement are found on the pages 5 and 6 of this form, including formulas to determine the number of credit hours allowed. **The coursework required varies by the number of credit hours (see page 5).**

- A. **Academic Learning:** Internships provide an opportunity to apply what you've learned in the classroom (i.e., related to the concepts, methodology, or theories of your major or minor field(s) of study or the competencies shaped by the General Education Curriculum) to the workplace.
- B. **Skill Development:** Internships often allow one to develop skills specific to an occupation as well as functions performed in a majority of workplaces (e.g., teamwork skills, problem solving skills, communication skills, analytical skills, project management skills, leadership skills, etc).
- C. **Career Awareness:** Students can "test the waters" to see if an occupational field is a good fit with their interests, capabilities, and values. Additionally, they can broaden their understanding of career options through discussions with the organization's staff about their own career paths.

<b>LEARNING OBJECTIVES</b> (What I want to learn or be able to do)	<b>STRATEGIES/TASKS</b> (How I'm going to learn each objective)	<b>EVALUATION METHODS**</b> (How progress will be measured)	<b>DUE DATE**</b>



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**\*\*Determined by the Faculty Sponsor**

Faculty Sponsor's Name \_\_\_\_\_ and e-mail \_\_\_\_\_

Faculty Sponsor's Phone # (include extension if applicable): \_\_\_\_\_; Fax #: \_\_\_\_\_

Faculty Sponsor's Campus Mail Address: \_\_\_\_\_

My signature is consent that I have discussed and negotiated with the student the academic component described in Section 3 of this form. I agree to be available to the student to discuss the internship experience, including how to address obstacles that may develop and impede progress toward completion of their learning objectives. I understand that it is my role to determine the student's grade (Satisfactory/Unsatisfactory). [Please e-mail the grade information to the Course Coordinator Mark Runco (runco.4@osu.edu) by noon on Tuesday of final's week.]

\_\_\_\_\_  
Faculty Sponsor's Signature

\_\_\_\_\_  
Date

A detailed plan will facilitate the learning experience, but all parties must understand that the written plan is necessarily open-ended and incomplete. In any work-based learning situation, plans are subject to modification. Some learning goals may turn out to be unattainable; they may need to be revised or supplanted by other learning goals. When the plan needs to be modified, however, the intern is responsible for 1) seeking consultation about potential modifications from the faculty sponsor, and 2) documenting the change, including the reason for the change, in an e-mail update to the Faculty Sponsor, Site Supervisor, and Course Coordinator.

**STUDENT:** I concur with and accept the academic and work assignments indicated in this Learning Agreement, and agree to complete the work and academic related assignments promptly and to the best of my ability. I will perform responsibilities with professionalism and agree to adhere to the organization's policies and procedures as communicated by the Site Supervisor. Additionally, I will complete the assignments required by the Course Coordinator, which are to 1) submit

a tracking sheet of hours worked at the internship site, and 2) meet with the Site Supervisor at the completion of the internship to discuss his/her evaluation of my performance as an intern.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

#### **SECTION 4 – CREDIT HOUR REQUIREMENTS**

**1 credit hour = minimum of 28.5 total clock hours at the internship** (approximately 2 hours/week) + **8 hours of coursework** (for the assignments detailed on pg. 3)

**2 credit hours = minimum of 65 total clock hours at the internship** (approximately 4-5 hours/week) + **10 hours of coursework** (for the assignments detailed on pg. 3)

**3 credit hours = minimum of 100.5 total clock hours at the internship** (approximately 7-8 hours/week) + **12 hours of coursework** (for the assignments detailed on pg. 3)

When a student is seeking 4 or more credit hours, the Faculty Sponsor is permitted to increase the amount of coursework to above 12 hours but needs to consult with the Course Coordinator about which value should be set for the reduced number of total clock hours. If the amount of coursework is not increased above 12 hours, the following formulas apply:

**4 credit hours = minimum of 138 total clock hours at the internship** (9-10 hours/week) + 12 hours of coursework (for the assignments detailed on pg. 3)

**5 credit hours = minimum of 175.5 total clock hours at the internship** (12-13 hours/week) + 12 hours of coursework (for the assignments detailed on pg. 3)

**6 credit hours = minimum of 213 total clock hours at the internship** (15-16 hours/week) + 12 hours of coursework (for the assignments detailed on pg. 3)

**7 credit hours = minimum of 250.5 total clock hours at the internship** (17-18 hours/week) + 12 hours of coursework (for the assignments detailed on pg. 3)

**8 credit hours = minimum of 288 total clock hours at the internship** (20-21 hours/week) + 12 hours of coursework (for the assignments detailed on pg. 3)

**9 credit hours = minimum of 325.5 total clock hours at the internship** (23-24 hours/week) + 12 hours of coursework (for the assignments detailed on pg. 3)

**10 credit hours = minimum of 363 total clock hours at the internship** (25-26 hours/week) + 12 hours of coursework (for the assignments detailed on pg. 3)

**11 credit hours = minimum of 400.5 total clock hours at the internship** (28-29 hours/week) + 12 hours of coursework (for the assignments detailed on pg. 3)

**12 credit hours = minimum of 438 total clock hours at the internship** (31-32 hours/week) + 12 hours of coursework (for the assignments detailed on pg. 3)

#### **SECTION 5 – ENROLLMENT INFORMATION FOR Autumn 2020** (to be determined by the Course Coordinator)

Course Section: \_\_\_\_ 15385– internship located on Columbus campus or within Columbus area

\_\_\_ (17663) – internship located outside of the Columbus area

Credit Hours: \_\_\_\_\_ Course Coordinator’s Signature: \_\_\_\_\_

**SECTION 6 – GRADING**

Arts and Sciences 3191.01 is graded Satisfactory/Unsatisfactory (S/U). Students are expected to complete all assignments. In order to earn a Satisfactory grade, you must earn a minimum of 85 points out of a possible 100 points. Course grades will be determined on the following basis:

<b>Assignments</b>	<b>Points</b>	<b>Due</b>
Hours at internship site	55	Timesheet due to Course Coordinator by Tues of finals week (by noon)
Completed performance evaluation	10	Due to Course Coordinator by Tuesday of finals week (by noon)
Assignments detailed on page 3	35	Follow due dates listed on page 3
<b>Total</b>	<b>100</b>	

**SECTION 7 – GUIDELINES FOR COMPLETING THE LEARNING AGREEMENT**

1. It is important to develop a learning agreement that is realistic, meaningful, and measureable. Start off by reviewing the internship position description. If you have questions about what is included in the description or are wondering about options for additional project work, contact the site supervisor to get clarification. Having a clear understanding of what the internship entails or how it can possibly be expanded, will allow you to develop a realistic learning agreement.

Learning Objectives Describe what you intend to learn through the experience. Be specific! Are you looking to improve or develop skills or expand knowledge of a specific field? Are you interested in testing the suitability of a career field (i.e., comparing how the work performed matches your interests, skills, values, and/or personality)? Please consider the distinction between *performance* (what you will do at the site) and *learning* (what you wish to gain from the experience). Your objectives should emphasize what you hope to learn; therefore, in your write-up use verbs like *learn, improve, analyze, develop, compare, gain, incorporate, test, acquire, and synthesize*.

**EXAMPLES**

<b>Vague Objective</b>	<b>Clear Objective</b>
Learn about the publishing industry	Identify three major trends that have impacted the publishing industry in the past ten years.
Improve my analytical skills	Apply content from Intro to Visual Representation to identify how the images on the organization’s marketing materials are consistent with their mission.



Strategies/Tasks Describe the specific process for what you will do to achieve your objectives. Will you undergo training? How many hours? Will you be working on a specific project? Will you ask your faculty sponsor to recommend certain materials, books, articles for you to read that relate to the project or other duties you'll be performing at the site? Do you plan to interview the site staff about their career paths? Will you ask people to observe you at work and give feedback and suggestions?

Evaluation Methods Describe how your progress regarding each objective will be measured. How will you know and show others that you have achieved each objective? Will you keep a journal? Will you compile records of your activities throughout the internship (e.g., reports or other work products you have prepared for the organization, notes on training sessions or feedback shared about your work)?

2. Students wishing to participate in an internship experience using a job in which they are already employed may do so under certain conditions:
  - The student must assume new duties and responsibilities, and develop the Learning Agreement based primarily on those new functions
  - Hours worked prior to the start of the internship cannot count toward the total number of clock hours required for ARTSSCI 3191.01
  
3. Instructional materials for strategies/tasks related to Skill Development and Career Awareness are available from the Course Coordinator Mark Runco (runco.4@osu.edu)