

Experiential Education Learning Agreement

between

Webster University and _____ (Name of Organization)

Objective: The objective of experiential education is to provide for the educational and career development of the student/alum and, simultaneously, to render a service to the organization. Webster University proposes to accomplish this objective by assisting students/alumni in securing experience-based opportunities related to and integrated with their academic major(s) and/or career interest(s).

Employment Schedule: Webster University offers the organization and the student/alum two options: **Cooperative Education** and **Internships/Practica**. **Cooperative Education** is available to Math, Computer Science, and Management students/alumni and is designed to provide students/alumni with a progression of responsibility within an organization over an extended period (typically 24 weeks minimum). **Internships/Practica** are designed to provide students/alumni with at least one semester of experience (typically 16 weeks minimum). Both options are flexible enough to meet the student's/alum's academic needs and the organization's requirements.

Work Assignments: Commensurate with the organization's needs, the student/alum will be given work assignments that relate to the student/alum's academic major, interests, and abilities. The organization will provide for ascending levels of responsibility and training throughout the student/alum's experience. The quality of work performed by the student/alum must meet the standards set forth by the organization and the student/alum must continue to meet the academic and student standards set forth by Webster University. Students/alumni who do not meet these requirements will not be eligible to continue participation.

Compensation: The organization determines the rate of pay based upon the student/alum's educational level, work assignments, quality of work, the organization's established policies and any applicable University guidelines. Due to the level of professional contributions the student/alum will be making to the organization and the extended period of employment, all **Cooperative Education** positions should be paid. **Internships/practica** may be paid or unpaid.

Student/Alumni Responsibilities: The student/alum agrees to fulfill the terms of the Agreement in a professional manner as long as he/she is participating in experiential education at the site indicated on the Agreement. The student/alum agrees to comply with the organization's policies and procedures, to inform the employer and Faculty Mentor of any factors that would prevent him/her from completing the agreement, and to report serious problems regarding the organization to the Faculty Mentor. The student/alum agrees to complete any necessary academic paperwork and to participate in a site visit with the Faculty Mentor, if requested. The student/alum is responsible for providing personal health and automobile insurance. Failure to fulfill the terms of the Agreement will result in removal from participation.

Employer Responsibilities: The organization agrees to coordinate the student/alum's assigned duties so that the work will be of a challenging nature, offering new learning opportunities, and be closely related to the student/alum's academic degree program and/or career objective(s), with no more than 20% clerical work. The organization also agrees to orient and supervise the student/alum, assist in the development and achievement of learning objectives, complete performance evaluations, and allow a site visit by the Faculty Mentor, if requested. The organization agrees to provide a safe working environment and to notify the Faculty Mentor of any changes in the student/alum's work status. The organization is not required to provide an offer of permanent employment upon completion.

Webster University Responsibilities: In supporting this Internship/Practicum/Co-op experience, Webster University affirms that, to the best of its judgement, the experience is an appropriate academic and/or career-related experience for the student/alum based upon the policies and procedures set forth by the University and the academic department, if applicable. The University also affirms that the experience is worthy of academic credit (if requested by the student and approved by faculty). However, the University itself does not control the way in which this educational opportunity is implemented or operated. Webster University does not knowingly approve experiential education opportunities which

pose undue risks to their students/alumni. However, any experiential education position carries with it potential hazards which are beyond the control of Webster University, its agents, or employees.

Webster University Experiential Education Learning Agreement

STUDENT AND SITE INFORMATION:

Name: _____ Address: _____
E-mail: _____
Phone #: _____ Year in College: _____
Major(s): _____ Student ID#: _____

Experience Site: _____ Address: _____
Phone #: _____
Fax #: _____ Supervisor: _____
Supervisor's Title: _____ Supervisor's E-mail: _____
Student's Title _____ Start Date: ____/____/____ End Date: ____/____/____

Program Type: Semester Internship/Practicum Co-op (Comp. Science, Math, and Mngt. only) Pay: _____

Work Hours: M _____ T _____ W _____ TH _____ F _____ SA _____ SU _____

Academic Credit Only

Faculty Mentor: _____ Course #: _____ # of Credit Hours: _____

STUDENT TO COMPLETE:

Please attach a separate sheet including:

1. A brief position description.
2. 3-6 learning objectives (what I want to learn or be able to do).

(See Sample Learning Objectives for examples)

TERMS OF AGREEMENT:

The learning agreement for each student/alum will be a period agreed upon by the organization, student/alum, and Webster University. Students/alumni participating in experiential education will adhere to the Webster University Academic Policies and Procedures as outlined in the Undergraduate and Graduate Catalogs, and Webster University Student Handbook. In the event that the organization is dissatisfied with the performance of a student/alum, termination of the agreement can be requested by the organization only after the Faculty Mentor has been notified in advance and a satisfactory resolution cannot be obtained. Conversely, the University may request termination of the agreement for any student/alum not complying with University academic and student policies and procedures. In the event of such University initiated termination, the student/alum and organization personnel will be notified in advance and termination will occur only if a satisfactory resolution cannot be obtained. Any changes by the student/alum, including prematurely leaving the internship/co-op site, must first be discussed with the Faculty Mentor in order to continue to participate in future opportunities.

Signature of Student: _____ Date: ____/____/____

Signature of Parent/Legal Guardian (if student is under the age of 18): _____
Date: ____/____/____

Signature of Employer: _____ Date: ____/____/____

Signature of Faculty Mentor: _____ Date: ____/____/____

Thank you for completing this Agreement. If we may be of assistance during this experience, please contact Webster University Career Services at (314) 968-6982 or (800) 981-9805.

-Please return to the Faculty Mentor when complete.-