

## Appendix 1. Experiential Learning Partnership Agreement

*Intent.* The intent of this agreement is to define the terms for an experiential learning process among the student, the employer/instructor, and the Department of Fish and Wildlife Conservation. Following are definitions and responsibilities of each.

\* \* \*

The student will:

- In consultation with the employer/instructor and their academic advisor, prepare the experiential learning proposal and gain the approval of the employer/instructor, academic advisor, and department head.
- If needed, submit an application for employment with the employer or enroll in the course or program (i.e., independent study, undergraduate research, study abroad).
- Fulfill the minimum requirements, in terms of deadlines, time in the position, hours worked, content covered, etc. set forth by the employer.
- Write up and submit a report; also, write reflective essays and post them in their e-portfolio.
- At the end of the learning experience, ensure that the employer/instructor sends an evaluation of their efforts to the academic advisor and department head.
- Evaluate their internship experience and share this with their academic advisor and department head.

Student's statement: I attach a brief proposal for my experiential learning partnership to this form that addresses each of the points above. I agree to abide by the terms of this partnership.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
ID Number

\* \* \*

The employer/instructor will:

- Oversee the day-to-day activities of the student, in a manner that provides appropriate experience for the student and that fulfills institutional requirements.
- Provide the student's academic advisor and department head with any performance reviews or other information required pertaining to the student's assignment and progress.

Employer/instructor's statement: I agree to abide by the terms of this partnership.

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Affiliation: \_\_\_\_\_

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

\_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\* \* \*

Within the Department of Fish and Wildlife Conservation:

- The academic advisor will be a faculty member, familiar with the student, who will approve the student's proposal, keep tabs on the student's progress, serve as the primary contact for the employer/instructor, and assist the department head with administrative aspects of the student's experiential learning process.
- The department head will supervise the experiential learning program, signing off on all proposals before the start of the experiential learning course.
- The faculty of the Department of Fish and Wildlife Conservation will assign grades using an agreed-upon rubric to be submitted to the department head.

Academic advisor: I agree to the terms of this partnership.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Department Head: I agree to the terms of this partnership.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date