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