

**Experiential Learning Partnership Agreement**  
**(A PROPOSAL SHOULD BE ATTACHED TO THIS FORM)**

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

\* \* \*

**Student name:** \_\_\_\_\_

**The student**—this is you, the student.

**Prior to the experience, the student will:**

1. In consultation with the project/internship supervisor and their faculty mentor or the Associate Department Head for Undergraduate Affairs, prepare the experiential learning proposal and gain the approval of the project/internship supervisor, Faculty Mentor or Associate Department Head for Undergraduate Affairs.
2. Submit three items to the FIW office in Cheatham Hall 100:
  1. A copy of this form
  2. A written proposal
  3. Paperwork to enroll in credit (i.e., [independent study](#), [undergraduate research](#), [study abroad](#), or [internship/field study](#))

**At the conclusion of the experience, the student will:**

1. Write up and submit a reflective essay describing your experience and the most important things you learned during your experience.
2. Ensure that the employer/instructor sends an evaluation of their efforts to the Associate Department Head for Undergraduate Affairs (Room 100 of Cheatham Hall).
3. Evaluate their internship experience and send the evaluation to the Associate Department Head for Undergraduate Affairs (Room 100 of Cheatham Hall).

**Student's statement:** I have attached my brief proposal for my experiential learning partnership to this form. I agree to abide by the terms of this partnership.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\* \* \*

**Project/internship supervisor**—This is the person that will supervise your experiential learning on a daily or regular basis. It could be an employer or intern supervisor at a governmental agency, not-for-profit organization, or private company, or a faculty member in Fish and Wildlife Conservation, the college, or outside the college, but at Virginia Tech.

**The Project/internship supervisor will:**

1. Oversee the day-to-day activities of the student in a manner that provides appropriate experience for the student and that fulfills institutional requirements.

2. Provide the Associate Department Head for Undergraduate Affairs with any performance reviews or other information required pertaining to the student's assignment and progress.

Project/internship supervisor statement: I agree to abide by the terms of this partnership.

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Affiliation: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Telephone: \_\_\_\_\_  
Email: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\* \* \*

**Faculty Mentor or Associate Department Head for Undergraduate Affairs**—This person must approve your proposal before you can register for credit for your experiential learning. Your Faculty Mentor is assigned by the Advising Center. If you are not sure who your Faculty Mentor is, or if you are not sure if you have been assigned a Faculty Mentor, please contact your advisor. **IF YOU HAVE NOT BEEN ASSIGNED A FACULTY MENTOR AND YOU ARE SEEKING APPROVAL FROM THE ASSOCIATE DEPARTMENT HEAD, PLEASE DROP THIS FORM AND THE ATTACHED PROPOSAL OFF IN ROOM 100 OF CHEATHAM HALL.**

**A Faculty Mentor or the Associate Department Head for Academic Affairs will:**

1. Approve the student's proposal, keep tabs on the student's progress, serve as the primary contact for the project/internship supervisor, and assist the department head with administrative aspects of the student's experiential learning process.
2. Be responsible for assignment of final grades based upon the student completing all paperwork associated with the experiential learning requirement and in consultation with the project/internship supervisor.

Faculty Mentor or Associate Department Head for Academic Affairs: I agree to the terms of this partnership.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Do not forget to attach a copy of your proposal along with the credit request form (independent study, undergraduate research, study abroad, or internship/field study) to this form.**

**Submit completed form and written proposal to the Department of Fish and Wildlife (Cheatham Hall room 100).**