***EXTERNSHIP* Proposal and Contract**

Student Name / ID Number:

Faculty Mentor:

Professional Advisor:

Professional Advisor Email:

Today’s Date:

Learning Style (From the Learning Style Inventory (LSI) taken in *Foundations*):

**I. Competency Statements**

L-10: Can reflect on the learning process and methods used in an experiential project.

L-11:

What do you want to learn through this project? Why? In what way is it relevant to you?

**II. Learning Objectives**

**1. Functional:** State your functional learning objectives: learning that fulfills a definite need—your need to “know” or “understand” something or your need to “produce” something.

**2. Developmental:** State your developmental learning objectives: learning that contributes to the ongoing performance of generic abilities that strengthen your performance as a worker and/or learner.

A. Communication skills (concerning writing, reading, listening, speaking)

B. Learning/Cognitive abilities (described by instruments such as the LSI). Developmental goals in this area would focus on developing non-dominant learning abilities. Consider your own learning style and select one of the following answers.

What is your preferred learning style? (Please select one.)

Concrete Experience (“hands on,” interacting with people)

Reflective Observation (noticing trends, patterns, discrepancies)

Abstract Conceptualization (explaining experience in generalized terms)

Active Experimentation (applying models or theories to problems)

Given your preferred learning style, what less preferred areas might your *Externship* help you develop?

How will the *Externship* help you develop these (or this) areas?

C. Technology skills (developing the ability to work with various kinds of tools, such as computers, measuring instruments, tools and specific techniques used in the arts or for performing research, etc.)   
  
What specific tools or techniques would you like to develop in this area?

**III. Learning Activities**

Choose one or more of the following activities (or add others as necessary) that you believe will contribute to your development of the competencies and the subject.

**1. Reading:** (include names and authors of books, articles, sources if you know them)

**2. Field Experience:** (describe observations, practicum or courses, lab experiences, volunteer work or other types of activities)

What specifically do you hope to gain from your field experience that will contribute to your learning?

**3. Research:** (describe any surveys, questionnaires, interviews, polls, experiments, or other activities)

What specifically do you hope to gain from your research that will contribute to your learning?

**IV. Evidence of Learning**

Please select the forms of evidence that you expect to use. If “Other,” describe project.

* 1. Learning Journal (many Faculty Mentors require this)
  2. Written Presentation (length and form will differ with individual projects)
  3. Other (artifact, art form such as poetry, short story, visual arts, film, music, testimony from supervisor, etc.)

**NOTE:** Your written presentation should respond to the learning objectives and competency statements as well as addressing the results of the learning project itself and the implications of your learning on the future.

**V. Time Framework and Communication**

How often should your Academic Committee expect to hear from you about this project? At what stage will each part of your project be completed?

**VI. Criteria for Evaluation**

Specific criteria for evaluating this project will be drawn from the Competency Statements and the terms of this contract. In order to be approved, the contract must address each Competency Statement in appropriate depth and scope. The project should also respond directly to the terms of this contract in order to be evaluated as a successful project at its conclusion.

In addition, the following factors will impact the evaluation of the final project:

* use of multiple learning methods
* use of learning methods not associated with your learning style preference
* demonstration of theoretical as well as concrete knowledge
* application of learning (when appropriate)
* use of appropriate format and documentation of sources
* reflection on the learning process as documented in journal.

Your criteria:

After reviewing and discussing this learning contract, we agree that the subject matter, learning activities, and evidence proposed are appropriate for a project addressing the competencies listed on the first page of the contract.

Signatures:

Student:

Faculty Mentor:

Professional Advisor: