

**Department of Human Development and Family Studies  
Health & Human Sciences  
University of North Carolina at Greensboro**

**LEARNING CONTRACT**

**PART I: CONTACT INFORMATION**

***A. Intern's contact information***

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

E-mail: \_\_\_\_\_

***B. Emergency contact information***

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

E-mail: \_\_\_\_\_

***C. Site Supervisor's contact information***

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

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

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

***D. Internship Director's contact information***

Mailing Address

Dr. Elisa A. Merçon-Vargas  
248 Stone Building – Department of HDFS  
The University of North Carolina at Greensboro  
P.O. Box 26170  
Greensboro, NC 27402-6170

E-mail Address

[eavargas@uncg.edu](mailto:eavargas@uncg.edu)

Contact Number

Phone: To be updated

## **PART II: RESPONSIBILITIES**

### *Student intern shall:*

1. Work \_\_\_\_\_ contact hours from \_\_\_\_\_ (month), \_\_\_\_\_ (day), \_\_\_\_\_ (year) to \_\_\_\_\_ (month), \_\_\_\_\_ (day), \_\_\_\_\_ (year), for \_\_\_\_\_ semester hours.
2. Plan and implement the experience as assigned in a manner consistent with the Agency's policy.
3. Establish objectives and develop a work schedule for the experience in conjunction with appropriate Agency and the HDFS Coordinator of Internship Program and provide to each a written statement of objectives.
4. Perform responsibilities in a professional manner. Maintain confidentiality of client information and Agency records. Comply with all applicable Agency policies, operational procedures and dress code. Give prior notice of necessary absence to appropriate Facility and University personnel.
5. Schedule periodic supervisory contacts with Coordinator of HDFS Internship Program to evaluate progress in meeting learning objectives.
6. Participate in all individual or group meetings associated with learning activity.
7. Complete Agency internship assignments, keep a record of hours worked, attend group meetings of interns and participate in discussions, and complete a final project to document internship experiences, tasks, and responsibilities.
8. Provide personal transportation to and from the Agency.
9. Obtain and maintain any required professional personal liability and/or health insurance.

### *Internship Director shall:*

1. Mail University Instructional Agreement (if needed) to the appropriate agency.
2. Mail mid-term and final evaluations to the site supervisors.
3. Conduct site visits to agency and/or conferences, as appropriate.
4. Be a liaison between the university, department, agency and student intern.
5. Maintain all documentations required by the department.
6. Determine the appropriate grade for the student intern based on course requirements.

### *Site supervisor shall (as noted from the University Instructional Agreement):*

1. Provide opportunities for student observation and/or participation on Agency premises.
2. Participate in planning and evaluation sessions with students and, where appropriate, with UNCG faculty.
3. Provide on-site supervision and guidance to learning activity.
4. Provide timely mid-term and final evaluation of student performance in the manner specified by UNCG.
5. Notify Faculty Liaison of unsatisfactory performance or misconduct of student and provide documentation of any charge to Faculty Liaison. If a student fails to comply with Agency's policies and procedures, Agency may immediately suspend or terminate that student from further participation in the program on its premises. UNCG will schedule a hearing on the charges and Agency agrees to cooperate in providing necessary evidence at that hearing. If the charges are dismissed as a result of that hearing, Agency agrees to make a good faith reconsideration of its suspension or termination decision. However, Agency's decision after reconsideration will be final.

**PART III: LEARNING OBJECTIVES (LO)**

**Instructions:** Students enrolled in 6 credits must complete **at least four** Learning Objectives. Students enrolled in 3 credits must complete **at least two** Learning Objectives.

<b>Goals</b> What do you intend to learn through this experience?	<b>Strategies (Action Plan)</b> How will your learning objectives be met? Be specific. Use concrete, measurable terms.
<b>LO 1:</b>	
<b>LO 2:</b>	
<b>LO 3:</b>	
<b>LO 4:</b>	
<b>LO 5:</b>	
<b>LO 6:</b>	
<b>LO 7:</b>	
<b>LO 8:</b>	
<b>LO 9:</b>	
<b>LO 10:</b>	

**PART IV: AGREEMENT**

This contract may be terminated or amended by student, internship coordinator or site supervisor at any time upon written notice, which is received and agreed to by the other two parties.

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date signed

\_\_\_\_\_  
Signature of Site Supervisor

\_\_\_\_\_  
Date signed

\_\_\_\_\_  
Signature of Internship Coordinator

\_\_\_\_\_  
Date signed

**NOTE:** Please make a copy of this Learning Contract for your records.