



Learning-Work Agreement

Student:

Supervisor:

To be completed by the SUPERVISOR:

Learning Goals:

- 1) What are the tasks the student will be expected to learn and perform at your agency?

- 2) What are the personal qualities you expect the student to develop and/or exhibit in working at your agency, both in terms of performing tasks and building relationships?

- 3) What other kinds of things do you expect the student to learn from her or his involvement at your agency?

Supervision:

Please indicate what the student can expect from you and other staff members in terms of supervision and guidance. List the frequency and format of supervisory meetings.

Schedule and Protocol:

- 1) Indicate the student's schedule (days of the week and time s/he will be expected to arrive and depart from the agency (any scheduling changes are at the discretion of the supervisor and must be approved in advance).

- 2) Describe any protocols (dress code, etc.) that you expect the student to observe.

- 3) Describe your policies on punctuality and absences and on making up missed time.

Please note:

- a) a) In addition to holidays for the agency itself, the following dates are holidays for Regis University (no classes, no placement work): Friday, October 2nd (Fall Faculty Conference), Monday-Tuesday, October 12th-13th (Mid-semester Break), and Wednesday-Friday, November 25th-27th (Thanksgiving Break)
- b) The last day of placement work is Friday, December 4th

The student, _____, has _____ to the terms of this Learning-Work Agreement.

Supervisor's Signature: _____ **Date:** _____