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**Sustainability Practicum Agreement**

**Instructions:**

* This document is to be completed collaboratively between the internship/practicum supervisor and the student. Student and supervisor should plan to meet during the first two weeks of the academic term to discuss goals and complete this agreement.
* It is the student’s responsibility to submit the agreement via Canvas no later than Friday of Week 3 of the academic term.
* If questions or concerns arise, please contact the Sustainability Practicum Coordinator, Ann Scheerer (ann.scheerer@oregonstate.edu).

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| **Student** | Name |  |
|  | Student ID # |  |
|  | Primary Major |  |
|  | Practicum Position Title |  |
|  | Term(s) *Completing* Practicum |  |
|  | Term *Registering* for Practicum Credits |  |
|  | # of Practicum Credits |  |
| **Partner** | Practicum Organization |  |
|  | Supervisor Name |  |
|  | Supervisor Title |  |
|  | Supervisor Phone Number |  |
|  | Supervisor Email |  |

**1) Description:** Provide a brief description of the organization. What is its mission? How does it relate to the sustainability field? How will your internship/practicum project advance the organization’s mission?

**2) Work Schedule:**Outline the days and times the student will work at the internship host site or offsite if this is the case. To fulfill the credit requirements, follow the guidelines below:\* 2-credit practicum = 3 hours per week, 30 hours total + SUS 410 coursework  
\* 3-credit practicum = 6 hours per week, 60 hours total + SUS 410 coursework

**3) Sustainability Learning Outcomes and Work Goals**:

To ensure best experience and clear communication for both the student and the supervisor, the student will initiate (3) learning outcomes and supervisor will initiate (3) work goals to be discussed and recorded here indicating agreement.

Each **learning outcome** statement should start with a measurable action verb that indicates the level of learning, followed by a precise description of the learned behavior, knowledge, or attitude. The student should initiate their learning outcomes based on what they want to learn from this experience. For example: Analyze the organization’s waste stream and develop strategies to reduce waste.

Each **work goal** should also start with a measurable active verb indicating a transferrable skill demonstrating the student’s experience. The supervisor should initiate each work goal based on what they want accomplished by the student this term. For example: Create a social media campaign based on sustainability principles demonstrating effective communication skills.

For each learning outcome and work goal, describe the responsibilities and/or other activities and how progress will be evaluated. **Please submit at least 3 sustainability-related learning outcomes and 3 work goals**.

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| **Learning outcomes (3) and Work Goals (3)** | **Related responsibilities** | **How will progress be evaluated/measured?** |
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**4)** **Additional Student Responsibilities:** Please list any additional responsibilities that the student will be expected to complete during their practicum.

**5)** **Supervisor/Mentor Responsibilities:** Please describe the mentorship and supervision the mentor will provide to ensure the practicum is a valuable experience for both parties. How often will you meet, review work, provide feedback, etc.? Will you provide professional development opportunities? If so, please specify.

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| **Please sign in the appropriate area after reading the following statements.** |
| **Student:** I understand I am responsible for completing the assignments outlined in this work plan.  Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Supervisor/Mentor:** I agree this represents an accurate scope of work for this Sustainability Practicum position. I will supervise and provide guidance and direction to the student throughout their practicum.    Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Date:** |