

LAS PRACTICUM LEARNING CONTRACT

TURN IN COMPLETED AND SIGNED FORM TO LAS COORDINATOR BEFORE START OF PRACTICUM

Student Name:	
Agency or Organization:	
Agency's Address: Name, degree & title of person responsible for signing Affiliation Agreement for Agency if not the Site Supervisor:	
Site Supervisor Name, Degrees & Title: Phone number: Fax Number: Email address:	
Faculty Advisor Name & Degrees: Phone number: Email address:	

Semester/Year Practicum Proposed for:	Number of credits to be earned:
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Learning Objectives and Goals of the Practicum as it relates to the Agency and student goals:

These should be specific, measurable, acceptable, realistic and time bounded. By the end of this practicum, the student will be able to:

- 1) Describe in detail the mission and the unique contribution to the practicum's sponsoring agency or organization.
- 2) Demonstrate collaborative working skills and teamwork with community-based partners as assessed by the practicum supervisor.
- 3) Present an oral synopsis of their final project to their faculty supervisor. **(The faculty supervisor will decide what the final project will be** (e.g. a scientific poster, final report, an essay (15 pages)).

Project Description | Nature and scope of the proposed project:

Learning Objectives Specific to Students Practicum Project | List 3-5 learning objectives specific to your practicum that relates to the above practicum learning objectives and to AAA 490 learning objectives as noted here:

“Agency experience in the community relating practical training and independent study in a specialized area in Latin American and Latino/a Studies.”

Think carefully about and articulate your individual learning objectives. They are a definitive description of what you hope to get out of the project. These should be specific and expressed in such a way that you and your faculty advisor can assess whether you have met them.

Timeline | State the expected dates for involvement in and completion of the activities. Include dates of conference with site supervisor.

Project Work Site and Resources | Specify arrangements for student workspace, student access to information, personnel, data, data processing, and other materials necessary for completion of the project. If special permission is required for access to data, records or clients, how will such permission be arranged?

Final Product/Deliverables:

Student Responsibilities in carrying out the project:

1. Maintaining a work schedule agreed upon with the site supervisor
2. Completing the specified tasks of the project, including written assignments.
3. Meeting with the site supervisor in regularly scheduled supervisory sessions to discuss the progress of the project
4. Maintaining contact with GVSU faculty advisor regarding progress of the project, as agreed with the faculty advisor.
5. Completing project tasks
6. Other (specify):

Site Supervisor Responsibilities in supervising out the project:

1. Orienting the student to the agency/organization
2. Assisting the student in gaining access to information, personnel, and data required for the project
3. Providing a final report on the student's performance
4. Meeting with the student in regularly scheduled supervisory sessions
5. Other (specify):

AGREEMENT | I have participated in the development of the practicum proposal and agree to conditions specified above. If it is necessary to change any of the specified conditions, I agree to make the changes known to each of the persons who signatures appear below.

Student	Date
Site Supervisor	Date
GVSU Faculty Advisor	Date

Submit form to: LAS Practicum Coordinator

Copy to: Student | Coordinator | Area and Global Studies Office (LOH 117)