

## Sample Learning Agreement

Practicum Group: \_\_\_\_\_ Academic Year: \_\_\_\_\_

Name of Contextual Education Program: \_\_\_\_\_

### Identifying Data

Student's Name: \_\_\_\_\_ Degree Program Year (1, 2, 3 other): \_\_\_\_\_

Address: \_\_\_\_\_ Type of Degree (M.Div., D.Min., M.A.): \_\_\_\_\_

City: \_\_\_\_\_ Student's phone: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Student's email: \_\_\_\_\_

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Church/Institution Name: \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_

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

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

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

Telephone: \_\_\_\_\_ FAX: \_\_\_\_\_ Supervisor's phone: \_\_\_\_\_

Supervisor's email: \_\_\_\_\_

### Supervisory conference to be held (should average at least one hour per week)

Frequency of Conferences:  Weekly  Bi-Weekly On: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ At (Location): \_\_\_\_\_

Special Arrangements:

This agreement is accepted by:

Student: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Practicum Leader (if applicable): \_\_\_\_\_ Date: \_\_\_\_\_

Director of Contextual Education: \_\_\_\_\_ Date: \_\_\_\_\_

## **Sample Learning Agreement, Continued: Plan for Learning**

I. **General Statement** of student's learning goal for participation in this contextual education program. (Reason for being in this setting, general learning expectations as a result of engaging in this educational experience.)

II. **Learning Objectives:** Specific identification of what the student wants re: learning and growth as an outcome of this contextual education experience.

III. **Tasks:** Work assignments which are directly responsive to learning objectives.

IV. **Resources:** Courses, research, reading, other experience, which will assist the student in achieving the learning objectives.

V. **Supervision:** ways in which student's work will be presented, reflected upon, and assessed in supervisory meetings.

VI. **Supervisor's comments** on the plan for learning, (i.e. student's goal and objectives, what supervisor hopes to provide, achieve, receive, etc.).

VII. **Student's further comments** upon learning objectives

### **VIII. Evaluation**

In addition to the supervision described in part V, a mid-year evaluation and a final evaluation are due on the dates specified by the school. Guidelines for these evaluations will be supplied by the contextual education office.

## Sample Learning Agreement, Continued: Contractual Arrangements

Program year: \_\_\_\_\_

Beginning date: \_\_\_\_\_ Ending Date: \_\_\_\_\_

Weekly Schedule (Need will cause some variation but the basic plan should be specified here):

Event	Hours
1. Tasks	
2. Supervision—Individual	
2a. Supervision—Group	
3. Staff Meeting	
4. Preparation	
5. Travel	
6. Other Responsibilities	
Total Hours per Week	

Vacation periods agreed upon (See school calendar):

From (day & date)	To (day & date)

Brief description of regular tasks to be performed:

Task	Day of Week	Time

Expense arrangements (if applicable): travel, reimbursement, remuneration, etc.

**Early Termination:** This agreement should not be terminated by either party without a joint conference between the staff of the contextual education office, the student, and the supervisor. The details of termination are to be worked out at that conference.