

LEARNING OBJECTIVES AGREEMENT

UNIVERSITY RECOGNITION
CAREER AND EMPLOYMENT SERVICES
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CES@KSU.EDU WWW.K-STATE.EDU/CES

CES OFFICE USE ONLY	
<input type="checkbox"/>	Learning Objectives
<input type="checkbox"/>	Add additional information to work placement card
<input type="checkbox"/>	Make copy of LOA. Retain copy and send original to faculty
<input type="checkbox"/>	LOA from faculty
<input type="checkbox"/>	AD approval/signature

This form must be submitted with original signatures!
No faxes or photocopies will be accepted.
Information may be typed or printed clearly.

Name: _____ Wildcat ID (9 digit): _____

Major(s): _____ E-Mail: _____

Academic Classification: _____FR _____SO _____JR _____SR _____Graduate Student

Semester(s) in University Recognition Program: _____Fall _____Spring _____Summer

Address while doing University Recognition Program:

_____ Phone: _____

Permanent Address: _____ Phone: _____

EMPLOYMENT

Company/Organization Name: _____ Student Job Title: _____

Supervisor: _____ Supervisor Title: _____

Employer's Address: _____

Employer's Phone: _____ Employer's E-Mail: _____

PAYMENT

\$ _____ per _____ Hours per week: _____

Approximately 480 total hours is recommended per experience.

Employer agrees to provide worker's compensation benefits for the student. _____Yes _____No

SCHEDULE

Beginning Date: _____ Ending Date: _____

Faculty Liaison: _____ Phone: _____

E-Mail: _____

LEARNING OBJECTIVES

Please write three objective statements that summarize what you hope to learn and accomplish during your time as an University Recognition student. For each statement, describe the following:

- A) **Objective**--what you hope to learn from this experience and what you plan to accomplish
- B) **How** will you accomplish your objective? What steps will you take in getting there? This could include reading, writing, working with others, experimentation, and other activities.
- C) **Measurement**--how will you evaluate or measure your learning experience and document your accomplishments?

For additional explanation and examples of learning objectives, please see the University Recognition Student Handbook. This can also be accessed at www.k-state.edu/ces under Students, University Recognition, Reporting Forms.

A) **OBJECTIVE #1:**

B) How:

C) Measurement:

A) **OBJECTIVE #2**

B) How:

C) Measurement:

A) **OBJECTIVE #3**

B) How:

C) Measurement:

You may want to make a copy of this page as you will be asked to address your objectives in the final paperwork!

The student, employer, University Recognition Coordinator, and Faculty Liaison agree to assume these responsibilities for the duration of the student's placement. The Learning Objectives Agreement must be completed in order for the University Recognition Program to endorse the student's placement.

RESPONSIBILITIES UNDER THIS AGREEMENT

When signing the Learning Agreement agrees to assume the responsibilities listed for his/her specific role:

I, the University Recognition student, agree to:

- Perform to the best of my ability those tasks assigned by my supervisor which are related to my Learning Objectives and the responsibilities of this position;
- Comply with the rules, regulations, and normal requirements of the employer's organization, Kansas State University, and the University Recognition Program;
- Fulfill the Learning Contract under the direction of a Faculty Liaison and consult as needed with my Faculty Liaison for guidance and evaluation when receiving academic credit for the placement. I will comply with my department's minimum University Recognition requirements;
- Notify the University Recognition Coordinator and my Faculty Liaison of any changes I need to make in this agreement or of any problems that may develop during the placement;
- Continue attending Kansas State University and maintain a scholastic average acceptable to the employer and the University.

I, the Employment Supervisor, agree to:

- Provide the necessary orientation, training, and precautionary safety instruction in the performance of the position duties and responsibilities described in this agreement;
- Provide professional work experience related to the student's major field of study; or career interest;
- Provide worker's compensation and liability insurance coverage (in accordance with state law);
- Provide regular supervision and compensation according to federal, state, and local employment laws;
- Complete a final written evaluation of the student's performance during the experience;
- Notify the University Recognition Coordinator of termination of student's employment;
- Help students and faculty in writing agreements that specify measurable Learning Objectives when appropriate.

I, the Faculty Liaison, agree to:

- Attest that the proposed experience is relevant to the student's area of interest and, given his/her proposed educational and career objectives, is academically appropriate;

I, the University Recognition Coordinator, agree to:

- Maintain communication with the student, the employing organization, and the Faculty Liaison to assure maximum learning on the part of the student and satisfaction on the part of the employer;
- Assist student, Faculty Liaison, and employment supervisor in resolving and problems or difficulties which may arise;
- Help students and faculty in writing agreements which specify measurable Learning Objectives when appropriate;
- Evaluate the student's placement and assess Employment Supervisor's satisfaction with the learning experience.

Your signature below indicates that you have read and are in agreement to all pages of this agreement. This agreement may be terminated by the student or the employing organization upon receipt of two weeks notice by either party. **This form should be submitted with the first two signatures.** If you are unable to receive the signature of your Faculty Liaison, please submit this form to the CES University Recognition Coordinator, and CES will obtain the Faculty Liaison's signature.

1. Student: _____ Date: _____
2. Employment Supervisor: _____ Date: _____
3. K-State Faculty Liaison: _____ Date: _____
4. CES University Recognition Coordinator: _____ Date: _____