

Appalachian State University
Goodnight Family Sustainable Development Program

Sustainable Development Internship Learning Contract

The purpose of the learning contract is for you, in conjunction with your on-site agency supervisor, to outline goals, objectives and ground rules for the internship. It is both a way to inform your on-site agency supervisor of your educational needs and requirements, and a contractual agreement between you, your host agency, and the Sustainable Development Program at Appalachian State University regarding your duties and responsibilities as an intern.

Instructions

- Complete all information and provide complete answers to the questions on this form. Discuss questions with your on-site agency supervisor and your faculty internship supervisor.
- Fill out what you can electronically, then print the form, initial and sign where appropriate, and gain the appropriate signatures from your academic advisor or faculty internship supervisor. If you want to save the form and go back to it later, you must save the form using Adobe Reader.
- Your faculty internship supervisor must upload this completed form to the Appalachian State University Internship Inventory: <http://internshipinventory.appstate.edu>.

NOTE FOR FACULTY INTERNSHIP SUPERVISORS: There are persons identified in each department with access to enter data; in addition, there is at least one person in each department who is the designated signatory for approving internships. If you have any difficulty accessing or using the internship inventory, consult the following page: <http://www.graduate.appstate.edu/facultystaff/progdir/internship.html>

- Keep a personal copy of this and all other internship documents for your records.

Student Name: _____ Banner ID: _____

Please answer the following questions. Attach an extra sheet if necessary. Please type or print your responses.

1. Identify Learning Outcomes

Briefly list your goals for this internship. What new knowledge or skills do you hope to acquire? How do you expect to grow personally and professionally as a result of this experience? These goals must include a list of one or more student learning outcomes for the Sustainable Development program that are met by this internship. You may review these desired student learning outcomes HERE: <http://sd.appstate.edu/academics/internships/student-learning-outcomes>.

2. Minimum Requirements and Prerequisites for Sustainable Development Students

A. Please read the following list of minimum requirements for student interns and initial beside them, certifying that you meet the minimum requirements

_____ I certify that I have a cumulative GPA of 2.0 or higher.

_____ I certify that I am a degree-seeking student with at least Junior standing.

B. Certain prerequisites are required or strongly recommended, depending on your major concentration. Find your concentration in the list below and initial beside the required or recommended courses, certifying that you will have completed them before beginning your internship.

Concentration	Required or Recommended Courses
Agroecology and Sustainable Agriculture (Standard Internship: SD 4900)	(Strongly Recommended) SD 3900 _____
Agroecology and Sustainable Agriculture (Advanced Internship: SD 4910)	(Required Prerequisite) SD 3800 _____ SD 3900 _____ Senior standing _____
Community, Regional & Global Development	(Strongly Recommended) SD 3400 _____
Environmental Studies	(Strongly Recommended) BOTH SD 2600 _____ AND EITHER SD 2800 _____ OR SD 3750 _____
BA in Sustainable Development	Consult your academic advisor.

C. Do you intend for this internship to count as a requirement or elective for your specific concentration (Agroecology & Sustainable Agriculture; Local, Regional & Global Development; Environmental Studies; or the B.A. in Sustainable Development)? Yes _____ No _____

If yes, explain briefly how this internship applies to your specific concentration. Be sure to discuss this with your academic advisor to ensure that your chosen internship is an appropriate addition to your program of study, and have your academic advisor sign in the box below.

I affirm that this internship is an appropriate addition to the student's program of study and should count as an elective for the following concentration (check one):

Agroecology & Sustainable Agriculture _____ Local, Regional & Global Development _____
Environmental Studies _____ B.A. in Sustainable Development _____

What requirement in the program of study will this internship satisfy? _____

Academic advisor: _____ Date: _____

3. Internship work

A. With what specific projects will you be involved?

B. What exactly will your duties and responsibilities be? Be very specific.

C. How will these activities fulfill sustainable development learning outcomes?

D. Describe your daily work schedule and overall length of internship. *NOTE: Academic credit will be based on a minimum of 40 field placement hours per semester hour. Therefore, an internship receiving 3 semester hours of credit must consist of a minimum of 120 work hours.*

4. On-site agency supervisor

A. List the name, work title, and duties of your on-site agency supervisor.

Onsite agency supervisor name: _____

Title: _____

Duties:

B. Will you have regular meetings with your on-site agency supervisor? Yes No

How often?

5. Please read and initial the following list of your responsibilities as a student intern:

_____ I understand that I must keep weekly contact with my faculty internship supervisor by email, in which I describe to my faculty internship supervisor exactly what I did that week, including a log of hours worked and any comments or reflections about how the internship is going. All emails to my faculty internship supervisor will be sent from my Appalachian email account and will have the words "Internship Report" as the subject heading.

_____ I understand that I must complete additional "journaling assignments" (three pages each, double-spaced) as specified on the SD Internship webpage (<http://sd.appstate.edu/internships>). These journals will be submitted by email to my faculty internship supervisor as they are completed throughout my internship. I will consult with my faculty internship supervisor on how these journaling activities will be distributed throughout the duration of my internship.

NOTE: If your faculty internship supervisor feels that any alterations to these assignments or additional assignments should be added, these alterations or additions should be listed below:

_____ I understand that my faculty internship supervisor will visit the work site at least once during the course of my internship, unless there are extenuating circumstances.

_____ I understand that at the end of my internship, I will complete a 4-6 page paper (double-spaced) reflecting on my experience in terms of sustainable development, as specified on the SD Internship webpage (<http://sd.appstate.edu/internships>). This paper must be submitted to my faculty internship supervisor within 60 days of the completion of my internship, or in time for submission of grades, whichever is sooner. NOTE: *This paper should not be a summary of your work logs, but a reflection on the significance of your internship experience in terms of sustainable development. If you intend for your internship to count as an elective for your specific concentration (Sustainable Agriculture, Development, or Environmental Studies) the paper should reflect upon aspects of sustainable development specific to your concentration.*

NOTE: *If your faculty internship supervisor feels that any alterations to this assignment or additional assignments should be added, these alterations or additions should be listed below:*

_____ I understand that my on-site agency supervisor will submit an evaluation of the quantity and quality of my work to my faculty internship supervisor.

I, the undersigned, agree to complete all work assigned by the faculty internship supervisor; to fulfill all duties assigned by my on-site agency supervisor; and to accept the number of semester hours granted by the Sustainable Development program upon completion of the above described internship.

Intern: _____ Date: _____

I, the undersigned, have reviewed this contract and agree to monitor and evaluate this internship. Any alterations or additions to the standard coursework described on the SD Internship webpage (<http://sd.appstate.edu/internships>) have been described in full above.

Faculty internship supervisor: _____

Date: _____