

College of Arts & Letters



Experiential Education Learning Contract

CONTACT INFORMATION

First Name

UIN

Phone

Last Name

ODU Email

Alternate Phone

POSITION INFORMATION

Intern/Co-op Site

Supervisor Name

Supervisor Phone

Hours/Week

Rate/Hour

Web Site

Supervisor Email

Address

Start Date

End Date

- Attach your position description, offer letter, or describe in detail your intern/co-op role and responsibilities on the back of this form; list duties, projects, learning goals to be completed, deadlines, etc.

ACADEMIC AGREEMENT

Major

Faculty

Semester

Year

Subject

Course#

CRN#

Credits

A pass/fail grade for this course will be issued only if the following criteria are met:

- Registered in eRecruiting and approved as internship ready
- Completion of required hours in the Internship/Co-op position as required by major
- Completion of Task and Hours Journal, approved by supervisor, submitted to faculty advisor as required by major
- Completion of a Summary Paper and Evaluations
- F-1 Visa holders must follow Curricular Practical Training Checklist and submit the required forms

As the student participant in the Experiential Education Program, I take full responsibility for the above requirements.

Student Signature/Date

Supervisor Signature/Date

College Liaison/Date

Faculty Signature/Department