

# Student Learning Plan: Graduate



*To be completed by Student:*

## **Section 1: Student Data**

Student's Name:

Student ID:

E-mail:

Phone:

Primary Emergency Contact:

Relationship:

Daytime Phone:

## **Section II: Learning Site**

Learning Site Name:

Address:

Contact Name:

Title:

E-mail:

Phone:

Type of Learning Site/Business (e.g. State, City, Non-Profit, Private Business etc.):

Learning Site Objectives:

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## **Section III: Course Data**

Course Title:

Faculty Name:

Planned Internship/Learning Experience (total hours):

Start Date:

End Date:

Scheduled days/hours:

Additional hours (special events, etc.):

I have received, read, and clearly identified and understand the specific Student Learning Outcomes from the course syllabus for this Academic Internship/Service Learning course.

Yes      No

## **Section IV: Internship/Learning Experience Data**

Academic Internship/Service Learning Role:

Description of Internship/Learning Experience Duties and Responsibilities:

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Academic Internships:   Paid      Unpaid

Please describe any compensation provided by learning site (if applicable):

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**To be completed by Faculty overseeing Academic Internship/Service Learning Course:**

Specific learning outcomes for the internship/learning experience have been provided by the Faculty to the student and community partner in the form of the course syllabus:      Yes              No

Method of Evaluation and Supervision:

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Number of units to be given upon successful completion of the learning experience: \_\_\_\_\_

**Section V: Other**

Is the Learning Site Agreement in place?    Yes      No

*(Please contact the Center for Community Based Learning at [ccbl@humboldt.edu](mailto:ccbl@humboldt.edu) to verify current Learning Site Agreements.)*

**Please be aware of the following:**

1. Students are not allowed to participate at home-based learning sites. (Exceptions must be cleared with the Cal Poly Humboldt Director of Risk Management.)
2. Students are not allowed to use power tools or drive on behalf of the agency/business.
3. Learning sites should provide orientations for all students.
4. Students should not be spending their own money on behalf of the agency/business.

**Section VI: Graduate Student Section**

**To be completed by Student:**

Background - How did you develop your interest in this particular project/placement/subject?:

Organization Description - Describe the mission and goals of the placement organization:

Project/Position Description - Describe your work responsibilities and/or the parameters of the Project:

Project Timeline - Describe by month specific tasks to be completed, goals met, and/or deliverables completed:

Resources Needed from Placement Site - Identify and describe any items or resources that you require from the site to complete the project (e.g., file/data access, access to and time with particular people, office space, etc.):

Placement Deliverables- List the products to be delivered at the end of your placement (e.g., reports, presentations, training manuals, etc.). Also provide an outline of the expected contents of any product:

**Section VII: Approval**

**To be completed by Learning Site Supervisor:**

Student will be/has been given orientation and placement information including conduct and health and safety information by Learning Site Supervisor before beginning Academic Internship/Service Learning experience.              Yes      No

**Required Signatures:**

Student:

Date:

Learning Site Supervisor:

Date:

Faculty:

Date: