**Learning Agreement (adapted from the Massachusetts Work-Based Learning Plan[[1]](#footnote-1))**

This agreement should be completed by the work place supervisor in collaboration with the work-based learning coordinator and/or school-based supervisor. Once a student is selected for the internship, it should be reviewed with the student and may be revised.

|  |  |  |  |
| --- | --- | --- | --- |
| Student name: |  | Student school: |  |
|  |  | School-based supervisor name: |  |
| Host organization: |  | Workplace supervisor name: |  |
| Start and end dates: |  | WBL Coordinator name: |  |

|  |
| --- |
| Job Description (work plan): |

1. **Foundational Skills**

**Instructions:** The skills in this section are common to all jobs and should be viewed as the foundation upon which specific career skills are built. Review and discuss the following foundational skills that will set basic expectations for the internship. These skills will be included in the evaluation in Section 3.

|  |  |
| --- | --- |
| WORK ETHIC AND PROFESSIONALISM | |
| Skill | Performance Expectations |
| Attendance and punctuality | Shows up on time, prepared for work.  Provides sufficient notice if unable to report for work. |
| Workplace appearance | Dresses appropriately for position and duties.  Practices personal hygiene appropriate for work setting. |
| Accepting direction and constructive criticism | Accepts direction and feedback with positive attitude, using appropriate verbal and non-verbal communications.  Displays willingness to work cooperatively. |
| Motivation and taking initiative | Participates fully in task or project from initiation to completion.  Initiates interaction with supervisor for the next task or project. |
| Understanding workplace culture, policies, and safety | Demonstrates understanding of workplace culture and policies.  Complies with health and safety rules for the specific workplace and job.  Respects confidentiality and demonstrates understanding of workplace ethics. |
| COMMUNICATION AND INTERPERSONAL SKILLS | |
| Skill | Performance Expectations |
| Speaking | Speaks clearly and intelligibly.  Uses language appropriate to the environment, both in person and on the phone. |
| Listening | Listens attentively.  Maintains eye contact appropriate to the situation.  Confirms understanding. |
| Interacting with co-workers | Relates positively with co-workers.  Works productively with individuals and in teams.  Respects racial and cultural diversity. |

1. **Specific Workplace and Career Skills**

**Instructions:** Choose the specific workplace and career skills that will be the focus of the internship, concentrating on skill areas that relate to the intern’s job description, the employer’s goals, and the intern’s academic and career goals. Select from the list or add other skills. For each skill area selected, briefly describe relevant job tasks and performance goals.

|  |  |  |
| --- | --- | --- |
| **Specific Workplace and Career Skills** |  |  |
| Collecting and organizing information | Mathematics and numeric analysis | Teaching and instructing |
| Computer technology | Problem solving | Time management |
| Critical thinking | Project management | Understanding all aspects of an industry |
| Interacting with customers or clients | Reading | Writing |
| Leadership | Research and analysis | Occupation-specific skills |

\*\*\* Or identify other specific workplace skills\*\*\*

|  |  |
| --- | --- |
| Specific Workplace and Career Skills | Tasks and Performance Goals |
| Skill #1: |  |
| Skill #2: |  |
| Skill #3: |  |

1. **Evaluation of Performance and Progress**

**Instructions:** Workplace supervisor, school-based supervisor, and student should meet at least twice during the internship to review performance and progress and revise goals as needed. The first meeting (Review 1) should take place after the first week of the internship to assess the student’s level of competency. The next meeting (Review 2) should be scheduled near the end of the internship.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Performance Assessment | (1)  Performance Improvement Plan Needed | (2)  Needs Development | (3)  Competent | (4)  Proficient | (5)  Advanced |
| Foundational Skills | | | | | |
| Work Ethic and Professionalism | | | | | |
| Attendance and punctuality | | | | | |
| Review #1 |  |  |  |  |  |
| Review #2 |  |  |  |  |  |
| Workplace appearance | | | | | |
| Review #1 |  |  |  |  |  |
| Review #2 |  |  |  |  |  |
| Accepting direction and constructive criticism | | | | | |
| Review #1 |  |  |  |  |  |
| Review #2 |  |  |  |  |  |
| Motivation and taking initiative | | | | | |
| Review #1 |  |  |  |  |  |
| Review #2 |  |  |  |  |  |
| Understanding workplace culture, policy, and safety | | | | | |
| Review #1 |  |  |  |  |  |
| Review #2 |  |  |  |  |  |
| Communication and Interpersonal Skills | | | | | |
| Speaking | | | | | |
| Review #1 |  |  |  |  |  |
| Review #2 |  |  |  |  |  |
| Listening | | | | | |
| Review #1 |  |  |  |  |  |
| Review #2 |  |  |  |  |  |
| Interacting with co-workers | | | | | |
| Review #1 |  |  |  |  |  |
| Review #2 |  |  |  |  |  |
| Specific Workplace and Career Skills, from Section 2 | | | | | |
| Skill #1 | | | | | |
| Review #1 |  |  |  |  |  |
| Review #2 |  |  |  |  |  |
| Skill #2 | | | | | |
| Review #1 |  |  |  |  |  |
| Review #2 |  |  |  |  |  |
| Skill #3 | | | | | |
| Review #1 |  |  |  |  |  |
| Review #2 |  |  |  |  |  |

Comments and signatures:

Review #1:

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

Workplace supervisor signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School-based supervisor signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Review #2:

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

Workplace supervisor signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School-based supervisor signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. http://skillspages.com/masswbl/ [↑](#footnote-ref-1)