



## Learning Agreement

### STUDENT INFORMATION:

Student Name: \_\_\_\_\_  
Student Email: \_\_\_\_\_  
Expected Graduation Date: \_\_\_\_\_

Major: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Course: \_\_\_\_\_

### SITE & SUPERVISOR INFORMATION:

Name of Site: \_\_\_\_\_  
Site Address: \_\_\_\_\_  
Supervisor's Name & Title: \_\_\_\_\_  
Supervisor's Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

### POSITION INFORMATION:

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Number of hours per week: \_\_\_\_\_  
(# of total hours needed for the semester, student can work as much or little as site agrees upon each week.)

### DESCRIPTION OF DUTIES AND/OR PROJECT(S):

(On a day-to-day basis, what is expected of the student? Attach an additional page if necessary or a copy of the position description.)

*The purpose of this experience is to give the student academic skills and competencies in the specific field they are studying, as well as real-world work experience.*

**Responsibilities of the student** - As a student at Texas A&M University-San Antonio you agree to the following:

- Comply with all University policies and procedures that apply, or may apply during the course of the course
- Attempt to maintain a 100% attendance rate during the site and course for the semester
- When illness or an emergency necessitates your absence, notify the site and faculty member right away
- Arrive on time and dress in an appropriate and/or professional manner
- Follow the rules and procedures established at the site, conduct yourself in a professional manner
- Inform the faculty member and the site supervisor of any changes in the learning agreement or work agreement (hours, location, etc.)
- Complete all assignments by the due date required as a part of the course.
- Complete background check if required by the site
- Acknowledges that if you will be exposed to confidential information, you agree to not use or share this information outside of the site

*I understand that failure to fulfill parts of this agreement may result in a non-passing grade in my course. I also understand that poor performance at the site could cost future Jaguars the opportunity to complete an experience at the above organization. By signing this agreement I understand and agree to uphold the most professional behavior and represent the university, my department, and myself in the best way possible.*

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**Responsibilities of the site and site supervisor** - As a partner to a Texas A&M University-San Antonio student completing and you agree to provide the above student with a career-related experience and further agree to:

- Provide this student with start and end time, work site location(s), clarification on duties, and work hours.
- Provide a safe and effective working environment and the equipment necessary for the student to effectively complete the projects/assignment.
- Provide professional training and supervision to the student; assign duties that are career-related; provide regular constructive feedback to ensure a worthwhile learning experience.
- Monitor students' performance and evaluate student progress throughout the learning process. Complete an evaluation form at the conclusion of the experience (if applicable).
- Contact the faculty member in the event of any problems regarding the student's conduct or performance during the experience.
- Notify the faculty member before taking any action in the event that the student's position must be terminated.
- Comply with Federal and State regulations that there shall be no discrimination against any individual based upon race, color, age, sex, handicap, or national origin in any personnel action.
- Comply with applicable state and federal workplace safety laws and regulations. If a student is exposed to an infectious or environmental hazard or other occupational injury while at the Facility. A&M-San Antonio shall inform the student that the student will be responsible for any financial charges thus generated.
- Provide training to students regarding confidentiality requirements as needed.
- COVID-19 Crisis: Site agrees that it is currently, and for the term of this Agreement will continue to be, in compliance with all applicable laws, regulations, and public directives, including, but not limited to, those issued in times of an emergency, regarding the health and safety of employees, the public and student/employees.

**SIGNATURES**

Site Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_

Course Instructor: \_\_\_\_\_

Date: \_\_\_\_\_