

University of Illinois Springfield
Experiential & Service-Learning Programs EXS-L
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For EXS-L Office Use
DATE:
AST Course:
CRN:
UIS SUPERVISOR:

CLEAR FORM

Applied Study Term Project Outline

*Complete this interactive form AFTER an internship offer has been made. All information on this form is to be read and completed by the STUDENT, read and signed by the FIELD SUPERVISOR, and endorsed by the student's ACADEMIC ADVISOR. **Submit** the completed form to the EXS-L office; upon approval the student will be given permission to register for academic credit.*

STUDENT INFORMATION

Student Name	University ID Number
Address	
City	State Zip Foreign Country
Phone	EMAIL Address
Academic Program	Academic Advisor
Expected Graduation Date	

PLACEMENT INFORMATION

Placement	
Address	City State Zip Code
Foreign Country	
Field Supervisor's Name	Title
Phone	E-Mail

Is this Applied Study Term PAID or UNPAID? Is this AST being done at your current employment?

How will you use the credit?

ECCE Engagement?	Number of Credits
ECCE Elective?	Number of Credits
ECCE Elective and Engagement?	Number of Credits
General Electives?	Number of Credits
University Requirement?	Number of Credits

Semester/Year Registering for AST: Spring Summer Fall

All AST experiences must be no less than eight (8) weeks in length. Fifteen (15) weeks is average fall and spring semesters. Fifty (50) hours of work must be completed for each credit.

Beginning Date	Ending Date
Proposed number of weeks	Number of hours per week
Total number of hours to be worked:	Total Semester Hours Credit:

1. Describe in detail the proposed AST OR attach a detailed job description as provided by the placement:

If your AST is being conducted at your current place of employment, define how your AST significantly differs from your previous/regular duties.

How many hours each week will be devoted to the new experiences?

2. What do you want to accomplish and learn from this proposed AST? Briefly, list at least 5 or 6 objectives. These are tentative objectives. Later in the semester you will develop a Learning Contract incorporating more detail. Consider that you might explore or confirm career choices, understand the value of diversity, identify social concern issues, develop and apply leadership skills, learn new transferrable skills, apply your academic knowledge.

3. What academic coursework, experiences, and/or skills do you have that will be an asset in your proposed AST?

SIGNATURE PAGES FOR STUDENT, FIELD SUPERVISOR and ACADEMIC ADVISOR

As a currently enrolled UIS student and by signing this contract, I understand:

In order to earn academic credit I must

- Participate in the AST seminars classes held during the semester.
- Create a learning contract that includes learning objectives, the activities/experiences that will be done to achieve them, and the methods for evaluating achievement.
- Keep a reflective journal in order to clarify the process of learning and record the hours worked.
- Schedule and participate in a site visit with the Field Supervisor and UIS Supervisor.
- Self-assess my learning experiences twice during the semester.
- Work the required number of clock hours based on credit hours.

1. I will earn _____ academic credits during this internship experience, for which I will complete a minimum of 50 hours of site work for each credit for a total of _____ clock hours and I will complete all AST course assignments.

2. This is a Credit/No Credit course for undergraduates.

3. **International Students:** As an international student, I must be approved for Curricular Practical Training (CPT) in order to begin the internship experience. I must also submit the employer's offer letter, which states expected work load (number of hours per week not to exceed 20 per week during regular semesters and 40 hours per week during summers) as well as start and end dates. I am only allowed to participate in a maximum of two internship experiences, and only under extraordinary circumstances. Thus, only two CPT authorizations.

4. A family relative cannot serve as Field Supervisor without prior approval by the EXS-L Director.

5. During my internship, and as an ethical representative of UIS, I will:

- a. Dress appropriately for the work place as defined by the employer's dress code.
- b. Demonstrate respect, dependability and cooperation with my supervisor and co-workers.
- c. Ask questions to identify/clarify any confusion regarding my internship responsibilities.
- d. Maintain a strictly professional relationship with my supervisor and co-workers.
- e. Refrain from the consumption of alcohol and/or drugs while performing the duties of my internship.
- f. Adhere to organizational policies including confidentiality of personnel, projects and research.
- g. Strive to understand what constitutes a permissible work absence and who to notify if absent.
- h. Report changes in schedule, supervision, or problems with my internship to my UIS Supervisor.

RELEASE: In consideration of being permitted to participate in the above-noted placement as an Applied Study Term, in full recognition and appreciation of the dangers inherent in participation in said placement and related activities, do hereby agree to assume all risks and responsibilities surrounding participation in the above-noted placement and activities undertaken as an adjunct thereto; and further, I do for myself, my legal representatives, my heirs and assigns, agree to defend, hold harmless and indemnify, and hereby release and forever discharge the Board of Trustees of the University of Illinois and the University of Illinois at Springfield, their officers, agents and employees, from any and all claims, demands, actions or causes of action arising from or by reason of any bodily injury or personal injury, known or unknown, death or damage to personal property resulting from any accident which may occur as a result of participation in said placement and activities adjunct thereto, whether by negligence or not. Further I state that I have carefully read this Release and know and understand its contents and sign this Release as my own free and voluntary act.

I have fully read, understand, and agree to all of the above statements:

STUDENT: _____ **DATE:** _____

Printed Name:

FIELD SUPERVISOR

As an Applied Study Term Field Supervisor for a UIS Student:

1. I have reviewed students' qualifications, selected an intern, and assigned projects without regard to age, race, gender, national origin, religion, disability, color, or marital status.

2. I agree to act as (or appoint) a Field Supervisor responsible for supervision, mentorship and activities of the intern while on-site. I also agree to discuss the intern's work with the intern and to provide feedback and suggestions as necessary.

3. I will provide meaningful work of educational value in the project areas for which the internship is designed. *Basic administrative responsibilities will not exceed 20% of the intern's time.*

4. I agree to meet with the student and the student's UIS Supervisor at the site visit and endorse the Learning Contract. Site Visits can be held on site, as a three-way telephone conference call, or other electronic method. I agree to report any changes to the Experiential and Service-Learning Programs Director.

5. I agree that my relationship with the intern(s) will remain professional at all times.

6. I agree to provide feedback to my intern(s) throughout the internship experience regarding their performance. I understand the Applied Study Term Program prefers an on-line Field Supervisor Evaluation to be completed near the end of the academic semester for which my intern(s) is registered.

7. A relative of the student cannot serve as supervisor without prior approval by the EXS-L Director.

REQUIRED SIGNATURE. I have fully read, understand, and agree to all of the above statements:

FIELD SUPERVISOR: _____ **DATE:** _____

Printed Name:

The STUDENT must have his/her assigned Academic Advisor* endorse this AST Project Outline.

*Business Administration, Management, MIS, and Economics students contact Dr. Dyanne Ferk.

Accounting students contact Dr. Leonard Branson.

ACADEMIC ADVISOR SIGNATURE: _____ **DATE:** _____

Printed Name:

I agree to be the UIS supervisor for this student's experience*: ___ YES ___ NO

*Does not apply for Computer Science or Criminal Justice advisors.

The UIS Supervisor has three duties:

1. To make one site visit. The student is responsible for scheduling the site visit at a time convenient for all. This should be done when no more than 40 to 50 percent of the clock hours have been completed.
2. To review and endorse the student's Learning Contract at or immediately after the time of the site visit.
3. To review and assess the completed AST materials and endorse awarding the credit (or not).