Student-Host Supervisor Agreement

The following agreement can be used to outline the responsibilities of the student and the host supervisor during an experiential learning opportunity with a host organization. Generally, the student and host supervisor would complete this form together during their first meeting and return to the Faculty/Staff member coordinating the experience.

Student Name:

Student Number:

Student Contact Information (phone and email):

Course:

Faculty Member Name:

Faculty Member Contact Information (phone and email):

Term:

Name of Host Organization:

Name of Supervisor:

Supervisor Contact Information (phone and email):

Dates of Placement:

Days/Hours at Placement:

Student’s Emergency Contact:

1. Learning Objectives: Please list applicable course learning objectives
2. Onboarding: Please list any onboarding documents/requirements the student must complete at the start of the placement/opportunity.
3. Below is a list of professional skills based on the Queen’s Learning Outcomes Framework. Use these skills to identify key skills the student will develop based on placement-specific tasks.

|  |
| --- |
| **Professional Skills** |
| * **Leadership & Initiative** (Communicates vision, and tasks clearly & authentically; Values, considers and supports differences; Assesses efficiency and proactively leads solutions and new projects)
 | * **Organization, Time & Project Management** (Plans and manages time and resources to achieve goals; Defines objectives, selects priorities, manages workload and delegates when required)
 |
| * **Written & Oral Communication** (Expresses ideas clearly and convincingly using a variety of verbal and non-verbal methods appropriate to audience; Actively listens to understand)
 | * **Attention to Detail** (Completes tasks with accuracy, diligence and care; Clearly follows procedures; Locates gathers and organizes data effectively)
 |
| * **Self-Management** (Manages and evaluates own learning, behaviour, well-being and values while practicing ethical decision-making)
 | * **Adaptability** (Changes approach in new situations; Open and responds constructively to feedback; Learns from mistakes; Copes with uncertainty)
 |
| * **Collaboration & Teamwork** (Makes meaningful contributions in a group environment; Understands group dynamics and respects and values diversity of perspectives in interactions)
 | * **Fostering Inclusion** (Seeks perspectives of diverse voices; Identifies and addresses systemic barriers to inclusion and access in their work)
 |
| * **Critical Thinking & Problem Solving** (Analyses root cause of problems; Identifies and evaluates strengths and weaknesses of arguments, beliefs and assumptions in complex situations)
 | * **Intercultural Competence** (Reflects on personal identify, prejudices and biases; Seeks to understand different cultures; Builds multiple cultural frameworks, values and norms)
 |
| * **Other** (Add additional job specific or industry specific professional skills)
 |

*\*Adapted from the Queen’s University Learning Outcomes Framework*

**Complete** the chart below by choosing 2-5 skills that you will develop in your role and record the related tasks and projects that will help you develop those skills.

|  |  |
| --- | --- |
| **Professional/Course-Specific Skill**  | **Related Task/Project**  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**STUDENT-SUPERVISOR AGREEMENT**

Student Agrees to:

* Fulfill the assigned tasks by, producing high quality work
* Work within the agreed-upon framework for the placement/opportunity
* Be reliable and trustworthy, meeting expectations and deadlines to the best of one’s ability
* Report any difficulties or concerns in a timely manner to the supervisor and, when appropriate,
* In the event of illness or injury, the Student will contact the Supervisor and the Faculty member, and will advise him/her of the situation so that further appropriate action can be taken to resolve the situation

Supervisor Agrees to:

* Provide training to assist the intern in fulfilling responsibilities
* Supervisor and mentor the student through the duration of the placement/opportunity or find a suitable replacement if necessary and notify the student and faculty member
* Provide ongoing feedback to the student
* When applicable, provide adequate work-space, support and supplies to enable the student to function effectively in their role
* Complete the performance assessment at the end of the placement/opportunity

Student Signature:

Date:

Supervisor Signature:

Date:

Faculty Member Signature:

Date: