**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 workplace s kills based on the [Queen’s Skills Cards](https://careers.queensu.ca/resources/queens-skills-cards)[[1]](#footnote-1). Use these skills to identify key skills the student will develop based on placement-specific tasks.

**Skills List**

|  |  |
| --- | --- |
| * **Collaboration** (Accountability, Navigating Group Dynamics, Project Management, Teamwork) | * **Communication** (Creative Expression, Marketing, Oral Communication, Writing) |
| * **Connection** (Community Building, Empathy, Interpersonal Skills, Networking) | * **Engaged Citizenship** (Advocacy, Civic Participation, Community Engagement, Global Perspective) |
| * **Growth Mindset** (Adaptability, Initiative, Resilience, Self-Improvement) | * **Inclusivity and Intercultural Competence** (Actively Anti-Oppressive, Fostering Inclusion, Indigenous Cultural Awareness, Intercultural Skills) |
| * **Knowledge** (Financial Literacy, Indigenous Ways of Knowing, Research, Teaching and Facilitating) | * **Leadership** (Mentoring, Coaching, and Advising, Persuasion, Supervision and Leading, Understanding Leadership Styles) |
| * **Professionalism** (Attention to Detail, Customer Service, Organization and Time Management, Utilizing Technology) | * **Self-Awareness** (Ethics and Integrity, Identity Development, Maintaining Health and Wellness, Self-Management) |
| * **Thinking** (Analysis and Synthesis, Creativity Critical Thinking, Problem Solving) | * **Other** (Add additional job specific or industry specific professional skills) |

*To learn more about the skills listed in the chart above, visit the* [*Queen’s Skills Cards*](https://careers.queensu.ca/queens-skills-cards-educators)*[[2]](#footnote-2) website. The website includes definitions, examples, and an interactive digital skills assessment tool.*

**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:**

* Create an inclusive and welcoming environment free of harassment and discrimination
* 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
* Notify the course instructor if they have any questions or concerns

Student Signature:

Date:

Supervisor Signature:

Date:

Faculty Member Signature:

Date:

1. https://careers.queensu.ca/resources/queens-skills-cards [↑](#footnote-ref-1)
2. https://careers.queensu.ca/queens-skills-cards-educators [↑](#footnote-ref-2)