

# UCLA Center for Community Learning 195CE Internship Course Learning Agreement

This learning agreement is meant to establish lines of effective communication and outline general expectations for partner sites with the UCLA Center for Community Learning 195CE Internship Courses.

This agreement is between the Regents of the University of California on behalf of the UCLA Center for Community Learning ("UCLA CCL") and the \_\_\_\_\_ ("Internship Site") (collectively, the "partners") during the UCLA \_\_\_\_\_ (quarter and year).

## 195CE Internship Course

Junior and Senior students pursuing a 195CE Internship Course participate in corporate, governmental, or nonprofit-based internships coordinated through the Center for Community Learning. Students complete weekly written assignments, attend biweekly meetings with Graduate Student Instructors, and a final project. The Graduate Student Instructor and Faculty of Record construct a series of reading assignments that examine issues related to community engagement scholarship and the department.

## Partners' Roles and Responsibilities

### Internship Site Responsibilities

- Internship Site will host 195CE student-intern and provide a planned, supervised and meaningful experiential learning experience for student-intern.
- Internship Site will maintain a safe, positive, and respectful learning environment for student-intern.
- Internship Site will be solely responsible for the manner and means by which the work is performed.
- Internship Site agrees to comply with all applicable employment laws. Internship Site shall be solely responsible for determining whether Student is an employee of Internship Site under the Fair Labor Standards Act, and whether the Student is entitled to compensation by Internship.
- Internship Site will provide student-intern with ongoing guidance and feedback during the course of the internship. Frequency and length of time to be determined commiserate with tasks.
- Internship Site will maintain notes on student-intern's performance and be available to share their observations of the student-intern's performance to UCLA CCL at the end of each quarter.
- Internship Site will contact UCLA CCL if there are any problems or issues that cannot be resolved with the student-intern.
- Internship Site designates the following staff member(s) responsible for serving as a point of contact:

Internship Site Supervisor Name:

Job Title:

Telephone Number:

Email Address:


**UCLA CCL Responsibilities**

- UCLA CCL will be responsible for the design of the 195CE internship course.
- UCLA CCL Graduate Student Instructor will teach student-intern during their internship experience through coursework, advising, and pre-professional development (195CE Internship Course).
- UCLA CCL will establish and maintain channels of communication between UCLA CCL and the Internship Site (e.g. emails, virtual meetings, phone calls) with Internship Site Supervisor.
- UCLA CCL 195CE Graduate Student Instructor and Faculty of Record are ultimately responsible in assessing and grading student-intern in this course.
- UCLA CCL designates the following academic staff member responsible for serving as a point of contact:

UCLA CCL Staff Name: Megan Lebre  
Job Title: Academic Coordinator  
Email Address: [mlebre@college.ucla.edu](mailto:mlebre@college.ucla.edu)

UCLA CCL Staff Name: Sarah Jo Torgrimson  
Job Title: 195CE Senior TA Coordinator  
Email Address: [sjtorgrimson@g.ucla.edu](mailto:sjtorgrimson@g.ucla.edu)

If any of the above stated information needs to change, the partners will inform each other in writing at least two weeks prior to the date of change so that appropriate interventions or adjustments can be made.

This learning agreement is made by:

**Internship Site**

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Printed Name and Title

**UCLA Center for Community Learning**

\_\_\_\_\_  
Signature Date

Shalom Staub, Director of the Center for Community Learning  
Printed Name and Title