



THE UNIVERSITY of NORTH CAROLINA
GREENSBORO
Department of
Peace and Conflict Studies

Undergraduate Practicum Learning Contract
1510 Walker Ave., 4th Floor
Greensboro, NC 27402
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The goal of the Internship Learning Contract is to clarify between student, supervisor and the Department the roles, activities, opportunities, expectations and evaluation criteria during for the internship placement. The student must complete this contract as completely as possible, after engaging in discussion with the internship site supervisor.

Contract to be submitted to the instructor by the second week of classes and should include original signatures.

You must give a copy to your site supervisor and should keep a copy of the contract for your own records.

STUDENT INFORMATION	
Name	Student ID#
Address	City, State Zip
Telephone Number	Email address

ORGANIZATION INFORMATION	
Name of the Organization	Practicum's Position Title
Name and Title of Practicum Supervisor:	

Address	City, State Zip
Telephone Number	Email address

Role of the Field Site

1. The field site will provide access to all facilities, staff, and services necessary for sound learning and educational training. The field site should provide the student with a variety of experiences which may include but are not limited to: attending staff meetings, opportunity to learn about the organization, direct problem solving, training opportunities, conflict transformation workshops, conflict analysis and assessment, conflict management program design, research/evaluation, or program intake and administration and reflection on the public policy issues inherent in the agency's mission.
2. The field site, in cooperation with the University of North Carolina Greensboro's Department of Peace and Conflict Studies, will provide an on-site supervisor who will be responsible for the assignments and responsibilities of the Intern and be the student's mentor. Site supervisor's will assist in the development of the students learning objectives and can also help students obtain a sense of organizational culture, as well as monitor the log of hours for the student.
3. The field site must complete the field experience contract with the University of North Carolina Greensboro's Department of Peace and Conflict Studies early in the student's placement process.

The Site Supervisor

The site supervisor will possess a Master's degree or have professional experience in conflict transformation or a related academic field or discipline. Where this is not possible, a faculty member from the department of Peace and Conflict Studies will work with the student and site adding to the supervision. The site supervisor, in conjunction with the student, has a major responsibility for making the field experience a worthwhile learning experience. In general, the site supervisor is expected to meet the following requirements:

1. The agency and/or site supervisor will provide the student with a comprehensive orientation to the placement site. Thereafter, students will receive at least one-half hour of on-site supervision, feedback, and review each week.
2. The field site and/or site supervisor will provide the student with a comprehensive orientation to the placement site. Thereafter, students will receive at least one-half to one hour of on-site individual supervision and review each week.
3. The site supervisor will evaluate each student the final week of the semester using forms provided by the University of North Carolina Greensboro's Department of Peace and Conflict Studies. Supervisors will evaluate the student's achievements and need for improvements in the areas of substantive knowledge and practice skills, professionalism, as well as teamwork.

4. The site supervisor agrees to contact (email is acceptable) or receive communication from the PCS field faculty once during the semester to advise as to how the field experience is proceeding. Finally, the site supervisor agrees to contact the faculty and/or Department Chair should any problems or concerns arise throughout the semester.

Role of the Student

The student is expected to perform his or her duties in a professional manner. The field site is to be treated as if it were your place of employment. Professional relations can help you create useful and lasting contacts. You will be responsible for the following:

1. Students will obtain liability insurance through the UNCG.
2. Students will observe all agency policies, structure, procedures and requirements. Following the agency orientation and the apprenticeship procedures, the student will provide conflict transformation expertise in collaboration with agency professionals with the direction and supervision of the site supervisor.
3. Students are responsible for all parking and travel costs incurred. Some sites may provide meals and other benefits at their own discretion. This program does not require nor request that any site provide meals or other benefits.
4. Students are responsible to the site supervisor for the agreed upon hours of agency related activities and obligations during the field placement, in addition to class hours, assignments, and responsibilities on campus. In the event that agreed hours cannot be kept due to illness or an emergency it is the responsibility of the student to provide the site supervisor with a courtesy call informing them of your absence.
5. Students will keep complete records of the work that has been assigned them by the site supervisor for review by the faculty member teaching the field experience during the given semester. At minimum, the records of the student will include a weekly log form and project notes of activities. This log of hours should be reviewed periodically with the site supervisor and initialed.
6. Students will evaluate their placement setting during the final week of the semester. The student must submit the *Evaluation of Field Experience Placement* form in order to receive a final grade.
7. Student agrees to keep the confidentiality of the field site.
8. If a student experiences any difficulty while at the worksite, it should be reported immediately to the PCS field faculty. Such problems may include lack of supervision, inadequate supervision, inability of the supervisor to delegate responsibilities and tasks, impaired staff relationships, and inappropriate or inadequate assignments.

Under no circumstances is the student to leave the organization or agency without first having discussed the situation with the Colloquium faculty member.

Role of the Field Faculty

The faculty serves as liaison between the University of North Carolina Greensboro and community learning and field organizations, agencies, or other sites. The Colloquium instructor and field faculty for the residential and online students are responsible for maintaining relationships with each agency, providing practice guidelines and clarification of the field experience role as needed, intervening in instances where modification, assistance, and student support is needed. The field experience remains a student driven experience in which the faculty and Department Chair can provide guidance and assistance as needed. In relation to the placement, the faculty:

1. Develops relationships with field agencies and site supervisors.
2. Manages all necessary paperwork in order to solidify eligibility of agencies to place students. Once the required contracts have been completed and distributed to appropriate parties the field experience can begin.
3. Consults with students and supervisors if concerns and challenges arise.
4. Stays in contact with site supervisors.
5. Works with site supervisors when it becomes necessary to discontinue placement at a site.

The faculty teaching the Practicum:

1. Guides the student in integrating and reflecting on the program-required competencies, conflict theory, and group dynamics.
2. Supervises the student's experience through discussion board questions, preparation of the e-Portfolio, and integrative project for presentation in the classroom.
3. Helps each student evaluate his or her experiences, reflect on the skills and competencies gained in the program experience, recognize areas of growth, and identify areas for further development.
4. Assigns a final grade for the field experience. The faculty member will use the supervisor's evaluation to complete this task and consult the site supervisor in this function if needed.

Student Learning Contract

In discussion with your supervisor, please address the three following areas. Please attach typed pages summarizing your discussion, with specific answers for each question. This internship experience should be designed so that you, the student, are a part of the agency, working with other members of the agency.

I. POSITION DESCRIPTION:

- a. Describe the nature of your position and your duties and responsibilities.
- b. How will your position contribute to and fit within the agency? Please be as specific as possible.
- c. As part of your duties, will you be responsible for a specific project? Please outline the expectations for the project.
- d. Please include approximately how many hours will be spent on each task per week.

II. EDUCATIONAL OBJECTIVES:

- a. What do you hope to learn from this experience?
- b. Specifically, how will this internship enhance your understanding of conflict assessment, conflict intervention, and conflict transformation models, theory or research?
- c. Describe what you plan to accomplish.

III. EVALUATION:

- a. What sort of criteria have you and your supervisor agreed will be used to assess your performance?
- b. How will you and your supervisor agree to meet to maintain ongoing supervision, support, and learning experiences?
- c. How will you and/or your site supervisor record your work hours and tasks completed?
- d. How often will you meet?

The student agrees to complete the following to fulfill the requirements for a satisfactory grade in the course PCS 416, Practicum I:

1. To complete any training or orientation necessary to perform the assigned work at the field site (REMINDER: Training/orientation hours do not count towards total practicum hours)
2. To complete outlined activities and expectations as agreed upon in the Student Learning Contract, for a total of 60 hours completed by the end of the semester?
3. To attend and participate in regularly scheduled meetings with the site supervisor
4. To complete all the requirements of the PCS 416 academic course as directed by the instructor. This includes attending required meetings and assignments.

Supervisor's Signature: _____

Date: _____

Student's Signature: _____

Date: _____

Instructor's Signature: _____

Date: _____

