



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 Engagement 195CE Internship Courses.

This agreement is between the Regents of the University of California on behalf of the UCLA Center for Community Engagement (“UCLA CCE”) and the [redacted] (“Internship Site”) (collectively, the “partners”) during the [redacted] Quarter during the [redacted] Academic Year, starting on [redacted] and ending [redacted].

(Student: please insert current quarter and academic year, along with start and end dates for quarter)

195CE Internship Course

Eligible junior and senior standing students (90+ units) pursuing a 195CE Internship Course participate in corporate, governmental, or nonprofit-based internships coordinated through the Center for Community Engagement. Students complete weekly written assignments, attend biweekly meetings with Graduate Student Instructors, and a final project. The Graduate Student Instructor and Faculty Mentor 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 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 CCE at the end of each quarter.
- Internship Site will contact UCLA CCE if there are any problems or issues that cannot be resolved with the student-intern.
- Internship Site will provide students with 80-100 hours of work over at least 8 weeks of the current quarter.
- Internship Site designates the following staff member(s) responsible for serving as a point of contact:

Internship Site Supervisor Name: [redacted]

Job Title: [redacted]

Telephone Number: [redacted]

Email Address: [redacted]

of Hours/Week agreed upon: [redacted]

*Please note the Center for Community Engagement requires 80-100 hours per quarter (8-10 per week). Exceptions can be made for over 100 hours with consent from CCE Staff.

UCLA CCE Responsibilities

- UCLA CCE will be responsible for the design of the 195CE internship course.
- UCLA CCE Graduate Student Instructor (GSI) will teach student-intern during their internship experience through coursework, advising, and pre-professional development (195CE Internship Course).
- UCLA CCE will establish and maintain channels of communication between UCLA CCE and the Internship Site (e.g., emails, virtual meetings, phone calls) with Internship Site Supervisor.
- UCLA CCE 195CE GSI and Faculty Mentor are responsible for assessing and grading student-intern in this course.
- UCLA CCE 195CE GSI will notify Site Supervisor if intern is at risk for not passing course due to academic risk or risk of minimum hour requirement.
- UCLA CCE designates the following academic staff member responsible as points of contact:

UCLA CCE Staff Name, Job Title, and Email:

Christina-Marie Santillan,
Assistant Director for Community-Engaged Learning,
Center for Community Engagement
cmsantillan@college.ucla.edu

UCLA CCE Staff Name, Job Title, and Email:

Suzannah Beiner Cady
195CE Senior Graduate Student Instructor Coordinator
scady@college.ucla.edu

This learning agreement is made by:

Student Intern

Signature

Date

Printed Name

Internship Site Supervisor

Signature

Date

Printed Name and Title

UCLA Center for Community Engagement

Christina-Marie Santillan

Christina-Marie Santillan, Assistant Director for Community-Engaged Learning, Center for Community Engagement
Printed Name and Title