UCLA College | Undergraduate Education
Center for Community Engagement

195CE Internship Course Learning Agreement

This Learning Agreement establishes effective communication and outlines the roles, responsibilities, and expectations of internship sites partnering with the UCLA Center for Community Engagement (UCLA CCE) for the 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 _____ ("Internship Site"), collectively referred to as the "partners," for the _____ Quarter of the _____ Academic Year, beginning on _____ and ending on _____.

[Student: Please enter the internship site name, current quarter, academic year, and applicable start and end dates.]

195CE Internship Course Overview

Eligible junior and senior students with at least 90 units pursuing a 195CE Internship Course participate in internships with corporate, governmental, or nonprofit organizations coordinated through the UCLA Center for Community Engagement.

Students complete weekly written assignments, attend biweekly meetings with Graduate Student Instructors (GSIs), and complete a final project. The GSI and Faculty Mentor develop reading assignments that explore community engagement scholarship and topics relevant to the student's academic department.

To successfully complete the course, students must complete at least 80 internship hours over a minimum of eight weeks during the 10-week academic quarter, in addition to meeting all other course requirements.

Student Responsibilities

The student will:

- Meet all academic, internship-hour, and participation requirements of the UCLA 195CE internship course.
- Notify their internship supervisor and 195CE instructional staff promptly of circumstances that may affect their internship responsibilities or course requirements, following applicable reporting procedures.
- Communicate promptly and professionally, follow established reporting procedures, and seek clarification when expectations are unclear.
- Communicate requested adjustments to internship responsibilities, hours, or course requirements to the appropriate parties and obtain the necessary approvals in accordance with applicable 195CE policies and procedures.
- Comply with the existing 195CE Internship Course Contract and applicable UCLA policies and procedures.
- Acknowledge that failure to meet the requirements of the 195CE internship course may affect successful course completion and the academic credit earned, subject to applicable policies and procedures.

Partners' Roles and Responsibilities

Internship Site Responsibilities

The Internship Site will:

- Host the 195CE student intern and provide a planned, supervised, and meaningful experiential learning opportunity.
- Maintain a safe, positive, and respectful learning environment for the student intern.
- Retain responsibility for determining the manner and means by which the work is performed.
- Comply with all applicable employment laws. The Internship Site is responsible for determining whether the student is an employee of the Internship Site under the Fair Labor Standards Act and whether the student is entitled to compensation from the Internship Site.
- Provide ongoing guidance and feedback throughout the internship. The frequency and duration of supervision and feedback should be appropriate to the student's responsibilities and assigned tasks.
- Maintain notes on the student intern's performance and be available to share observations with UCLA CCE at the end of each quarter.
- Contact UCLA CCE if problems or concerns arise that cannot be resolved directly with the student intern.
- Provide the student with 80–100 hours of internship work over a minimum of eight weeks during the academic quarter.

The Internship Site designates the following individual as its primary point of contact:

Internship Site Supervisor

Name: _____

Job Title: _____

Telephone Number: _____

Email Address: _____

Agreed Hours per Week: _____

Note: UCLA CCE requires 80–100 internship hours per quarter, generally averaging 8–10 hours per week over at least eight weeks. Exceptions permitting more than 100 hours require approval from UCLA CCE staff.

UCLA Center for Community Engagement (CCE) Responsibilities

UCLA CCE will:

- Design and administer the 195CE internship course.
- Provide academic instruction, advising, and pre-professional development through the 195CE GSI and associated coursework during the student's internship experience.
- Establish and maintain communication channels between UCLA CCE and the Internship Site, including email, virtual meetings, and phone calls, as appropriate.
- Assign responsibility for assessing and grading the student to the 195CE GSI and Faculty Mentor.
- Notify the Internship Site Supervisor if the student is at risk of not passing the course due to academic performance concerns or failure to meet the minimum internship-hour requirement, as appropriate.

UCLA CCE designates the following staff member as its primary point of contact:

Christina-Marie Santillan, MBA
Assistant Director
UCLA Center for Community Engagement
Email: 195CEinfo@college.ucla.edu

Acknowledgment and Signatures

By signing below, the parties acknowledge that they have reviewed and agree to the roles, responsibilities, and expectations outlined in this Learning Agreement.

Student Intern

Signature: _____ Date: _____

Printed Name: _____

Internship Site Supervisor

Signature: _____ Date: _____

Printed Name and Title: _____

UCLA Center for Community Engagement

Christina-Marie Santillan, MBA
Assistant Director
UCLA Center for Community Engagement
195CEinfo@college.ucla.edu

Signature: Christina-Marie Santillan