

SINGLE SUPERVISOR LEARNING CONTRACT



*Use this form if your internship is **on-campus** AND your Faculty Supervisor and Site Supervisor are the SAME person. (For example, Teaching Assistant interns, Research interns, etc). Your supervisor must be able to assign a grade.*

Quick Start: The most basic steps to follow.

Part 1:

What you need **before you fill out your application forms.**

Part 2: How to fill out the application forms online on Handshake.



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Quick Start!

1.	Secure an internship
3.	Get a faculty supervisor and meet with them to discuss learning goals and objectives , and assignments . They are also your site supervisor.
5.	Fill out the paperwork on Handshake . All the information you will need to fill out is one page 6 and 7 of this document. For instructions on how to navigate Handshake, go to Part 2 on page 9 .
6.	Make sure the paperwork gets fully approved .

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Part 1

What you need before you fill out your application forms.

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What to do before filling out the contract on Handshake

	Secure an internship
	Meet with your faculty supervisor to come to an agreement about Sections A and B. You will be filling out Section A, the faculty supervisor will be filling out Section B. You will need to know the course number and number of credits.
	Have a job description saved as a pdf or word doc for positions that are not teaching interns.
	Now you can go into Handshake. You must submit everything in Handshake and have it fully approved before beginning the experience. If the request is approved after you begin the experience, you will need to submit a petition for full approval.

Requests submitted after an experience is completed will not be approved.

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Additional Important Information

- Students must intern for **forty hours for each credit** they would like to earn.
- Only students who are completing their **first experience AND who are either a first-year or sophomore may register for a one credit experience**. Students completing their second internship, students who are of junior standing or higher, or students who are completing an internship for their major/minor must register for at least a two credit experience but no more than 4. Please see the college catalog for more information on college policy.
- Please note that students may not intern under the direct supervision of an immediate family member.
- Students may not begin their internship until the contract has been approved by the Center for Academic and Career Advising.
- Please inform your site supervisor that they will receive a mid-semester (fall and spring experiences only) and final evaluation form to complete about your performance. This request will come from Handshake via e-mail. They must complete this paperwork in order for you to receive a grade.
- All students must complete mid-semester (fall and spring experiences only) and final evaluations.
- If your internship credits will put you **over 18.5 credits for the semester you will need registrar approval** for the overload.
- **Retroactive experiences (experiences that have already been completed) will not be approved by the Center for Career and Academic Advising.**
- **All students must present a poster at the appropriate poster session.**

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Section A– This document is just for reference.
You will fill this information out on Handshake.

Faculty supervisor, Course, and Internship Information	
Student ID	
Faculty Supervisor Name	
Total Internship Hours (must be 40 hours for every credit)	
Course # (that you will be registered for)	
Credit Hours	Credit Hours
Internship Semester	
Start Date	
End Date	
Approx. 100 word position description	

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Section A Cont. Create goals and objectives with input from your faculty advisor.

Goals and Objectives	
Goal 1:	<div>1.</div> <div>2.</div> <div>3.</div>
Goal 2:	<div>1.</div> <div>2.</div> <div>3.</div>
Goal 3:	<div>1.</div> <div>2.</div> <div>3.</div>

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Section B- This section will be filled out by Faculty Supervisor

Examples include: Midterm paper, final paper, daily journal, project, PowerPoint, lesson plan, reflective paper or presentation.

Academic Assignments	
Assignment 1:	Due Date
Assignment 2:	Due Date
Assignment 3:	Due Date
Required: Poster Prestation at end of Semester Poster Session.	

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Part 2

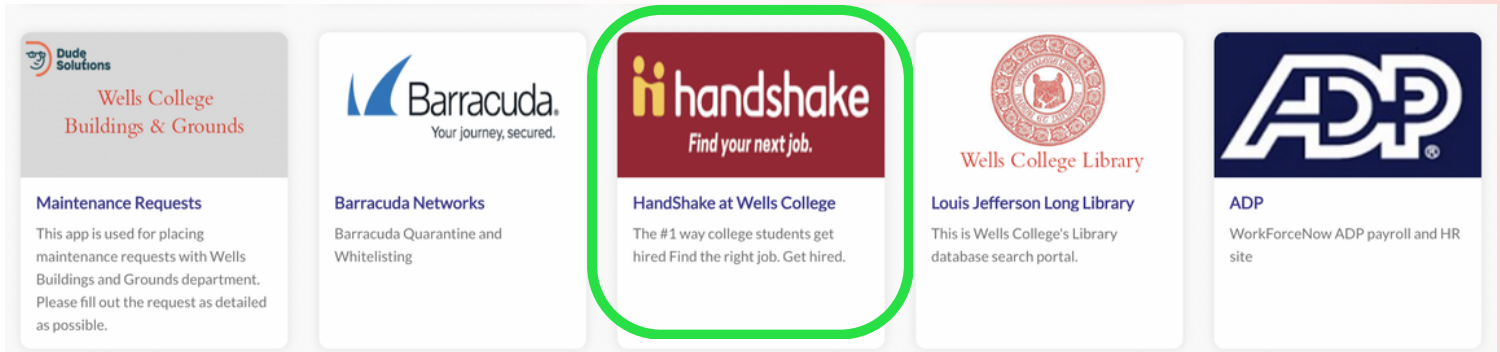
How to fill out the application forms online on Handshake.



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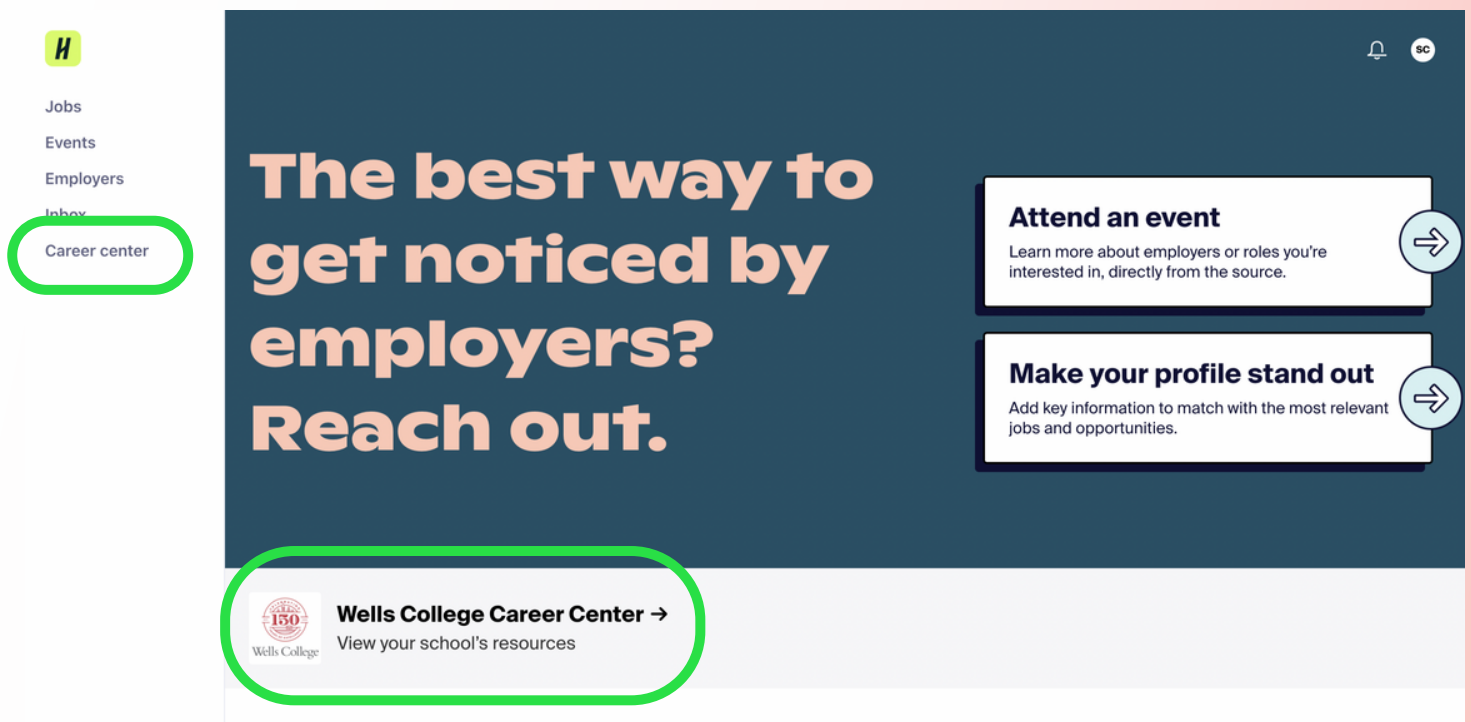
Getting to Handshake and Filling out your Learning Contract

You can sign into Handshake from the Single Sign On:



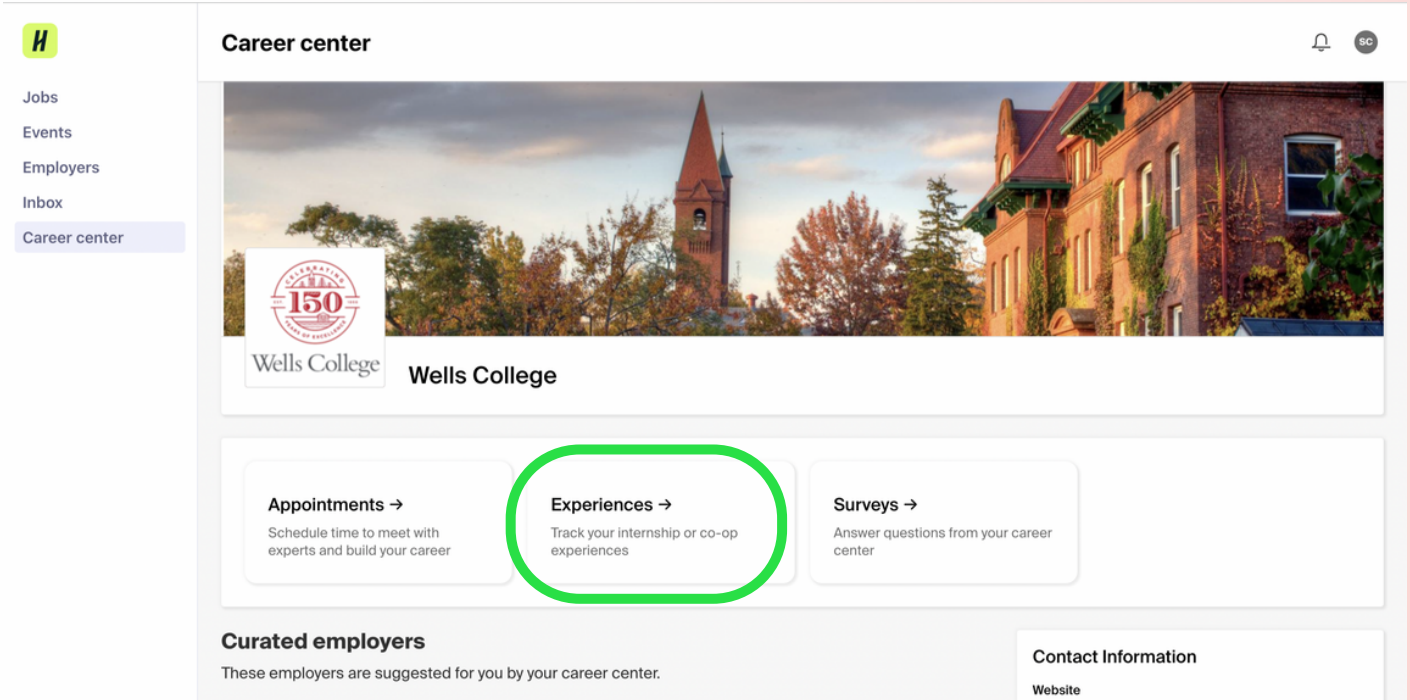
You have a pre-made account in Handshake already. Set up your profile following their instructions to get started. If you need help, please contact the Center for Academic and Career Advising.

On the home page, Click on "Career Center"



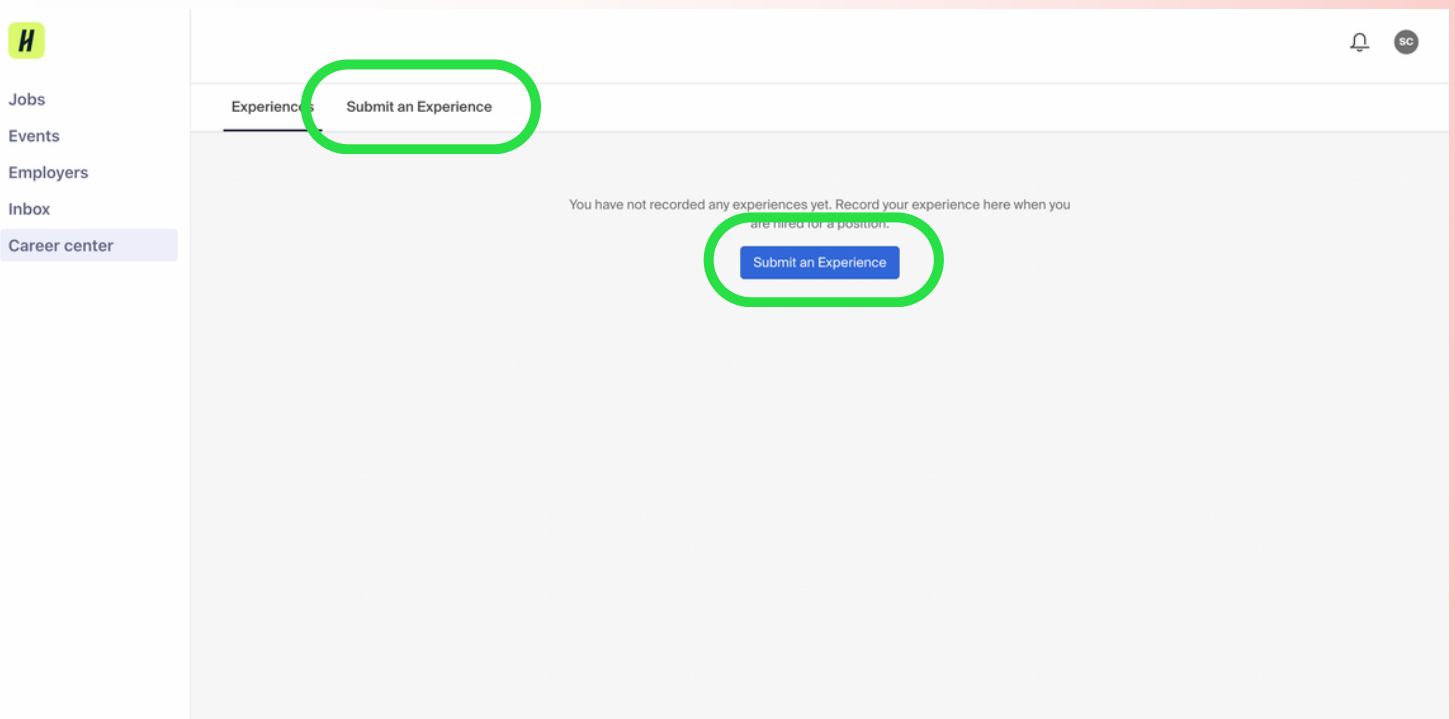
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Click on “Experiences”



The screenshot shows the Wells College Career Center dashboard. On the left is a sidebar with a green 'H' logo and links for Jobs, Events, Employers, Inbox, and Career center (which is highlighted). The main content area is titled 'Career center' and features a large banner image of a Wells College building. Below the banner are three buttons: 'Appointments →', 'Experiences →' (highlighted with a green circle), and 'Surveys →'. At the bottom, there is a 'Curated employers' section and a 'Contact Information' section with a 'Website' link.

Click on “Request an Experience”



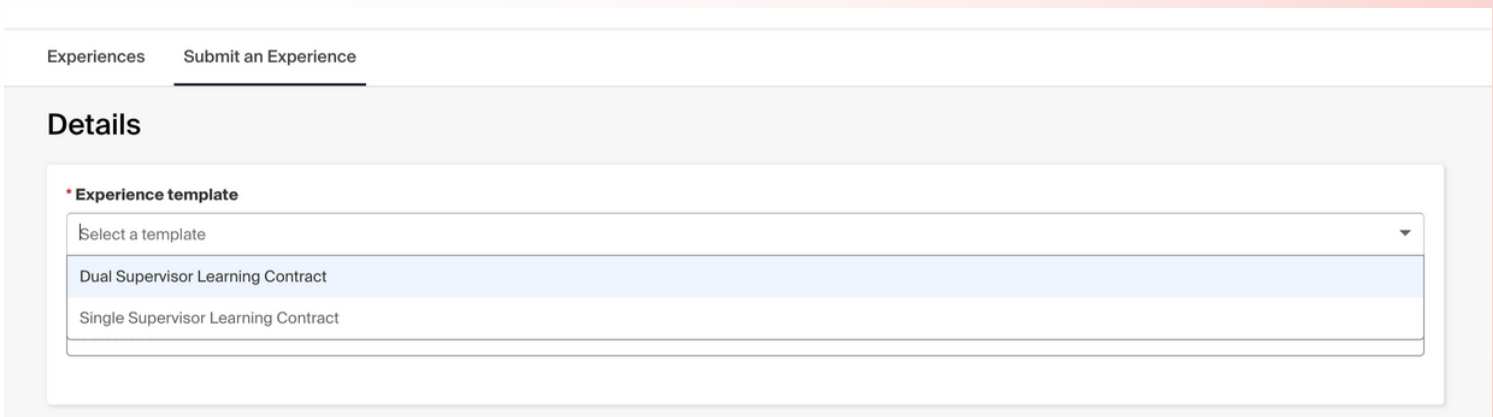
The screenshot shows the 'Experiences' page in the Wells College Career Center. The 'Experiences' link in the sidebar is highlighted with a green circle. The main content area has a header with 'Experiences' and 'Submit an Experience' (highlighted with a green circle). Below this, a message states: 'You have not recorded any experiences yet. Record your experience here when you are hired for a position.' A blue 'Submit an Experience' button is highlighted with a green circle.

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Click on the drop-down box "Request Experience Type." Select "Single Supervisor Learning Contract."

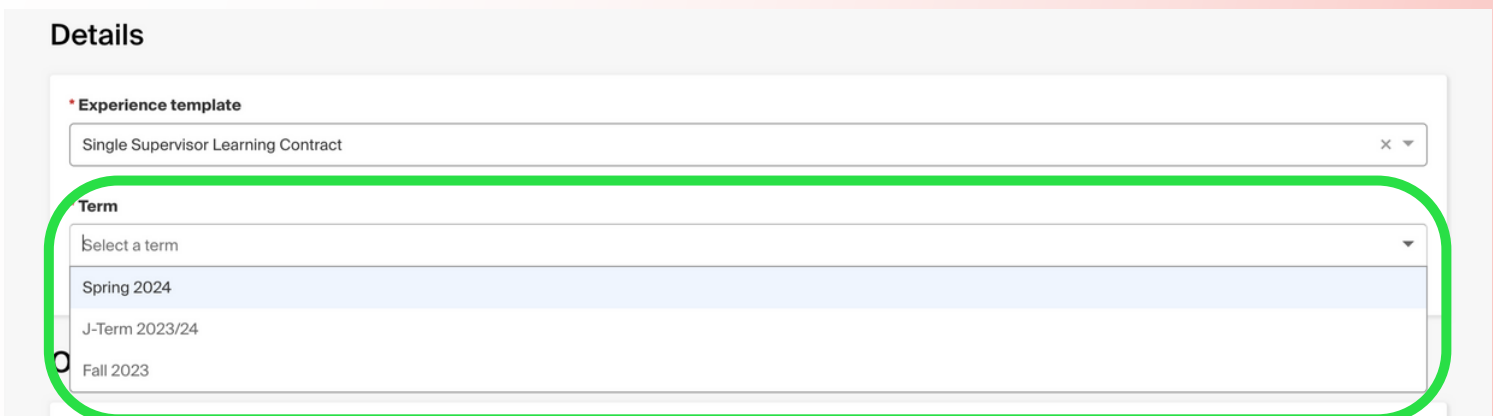


The screenshot shows the 'Submit an Experience' form. The 'Details' section contains two dropdown menus. The first, labeled 'Experience template', is highlighted with a green rounded rectangle. It currently shows 'Select a template'. The second dropdown, labeled 'Term', shows 'Select a term'.



This screenshot shows the 'Experience template' dropdown menu expanded. The options are 'Dual Supervisor Learning Contract' and 'Single Supervisor Learning Contract'. The 'Single Supervisor Learning Contract' option is highlighted in blue.

Click on the drop-down box "Terms." Select the term the experience will take place in. If it spans two semesters, select the term in which it ends.

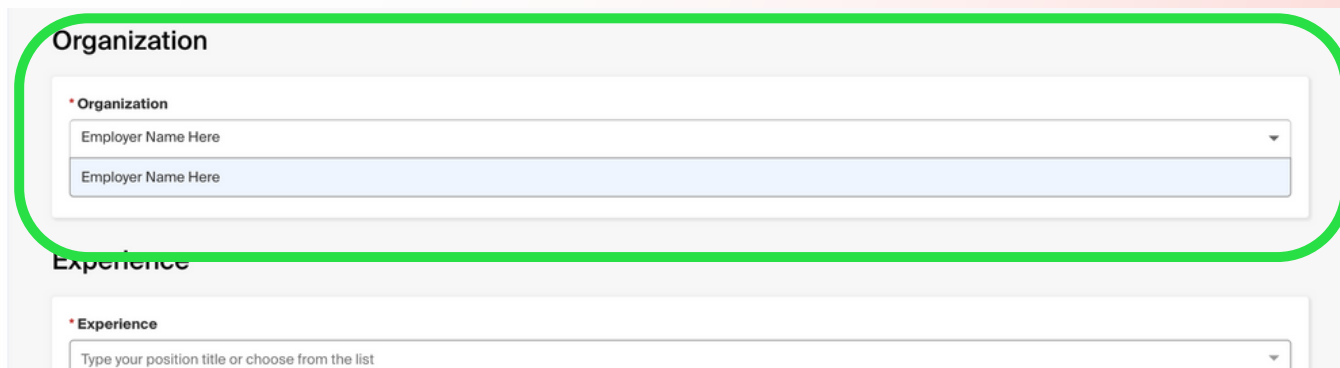


This screenshot shows the 'Term' dropdown menu expanded. The options are 'Spring 2024', 'J-Term 2023/24', and 'Fall 2023'. The 'Spring 2024' option is highlighted in blue. The 'Experience template' dropdown above it now shows 'Single Supervisor Learning Contract'.

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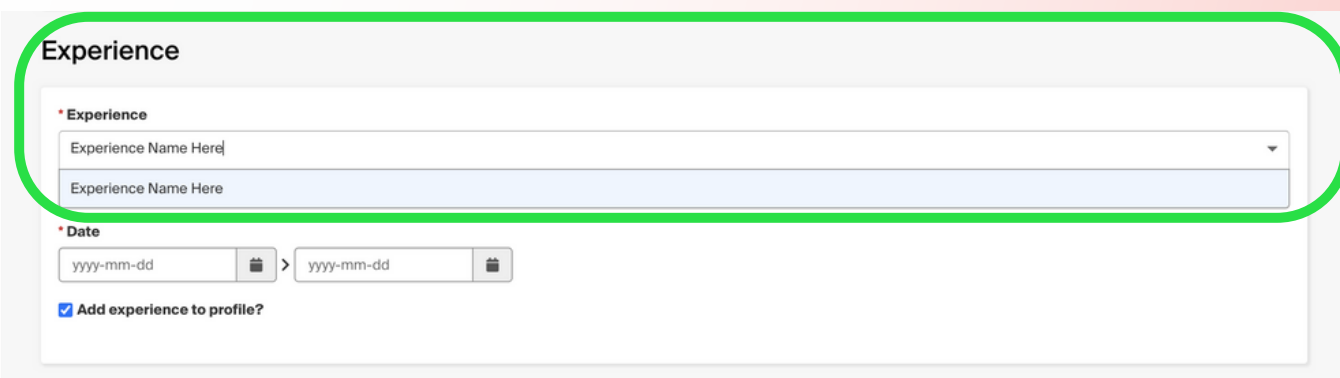
In “Organization” type the name of the internship site.

If it is not in the system, it will still show up as an option. You must click on the option in the drop-down box to select it.

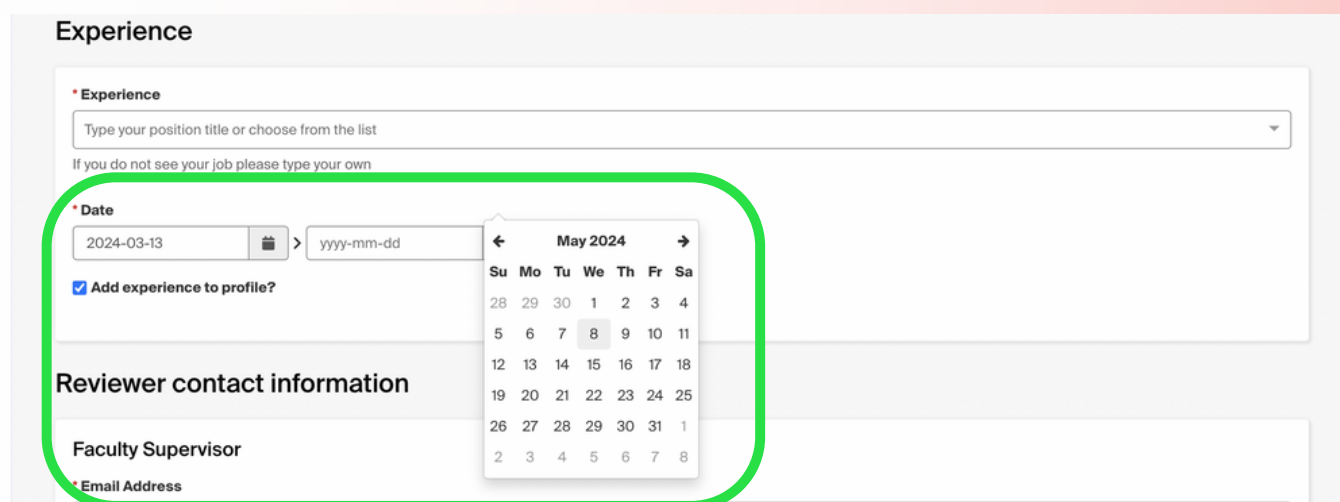


In “Experience” type your position title.

If it is not in the system, it will still show up as an option. You must click on the option in the drop-down box to select it. Uncheck the box at the bottom if you don't want this experience on your Handshake page.



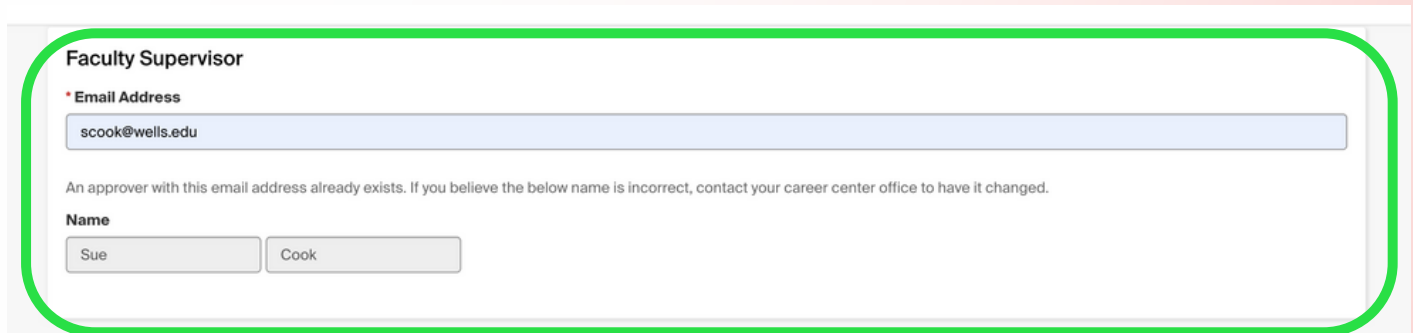
Select the start and end dates of your internship. You must click on the calendar icon and select the dates from the calendar view.



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Next, you will fill out your approvers' information.

For **Faculty Supervisors**, their names should populate once you have entered their email with the message displayed below.



Faculty Supervisor

* Email Address

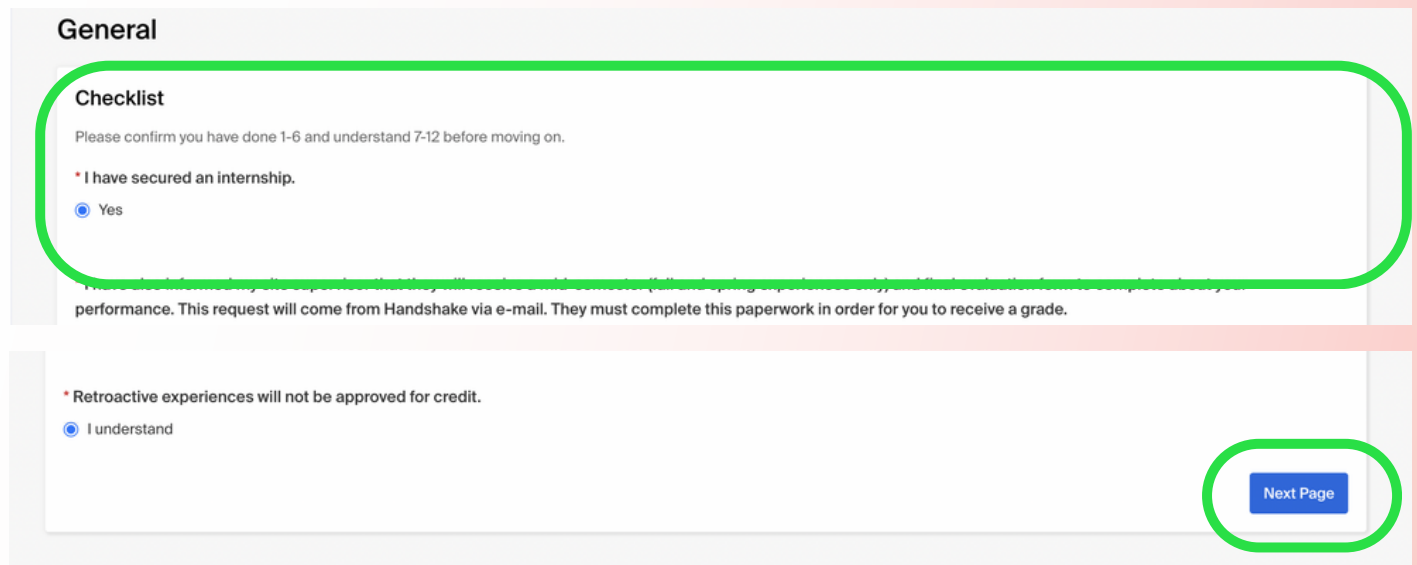
scook@wells.edu

An approver with this email address already exists. If you believe the below name is incorrect, contact your career center office to have it changed.

Name

Sue Cook

Go through the checklist to make sure you meet all necessary requirements!
Click "Next Page" when done.



General

Checklist

Please confirm you have done 1-6 and understand 7-12 before moving on.

* I have secured an internship.

☒ Yes

I have also informed the supervisor that they will receive a grade request (if applicable) and that I will submit a grade request for my performance. This request will come from Handshake via e-mail. They must complete this paperwork in order for you to receive a grade.

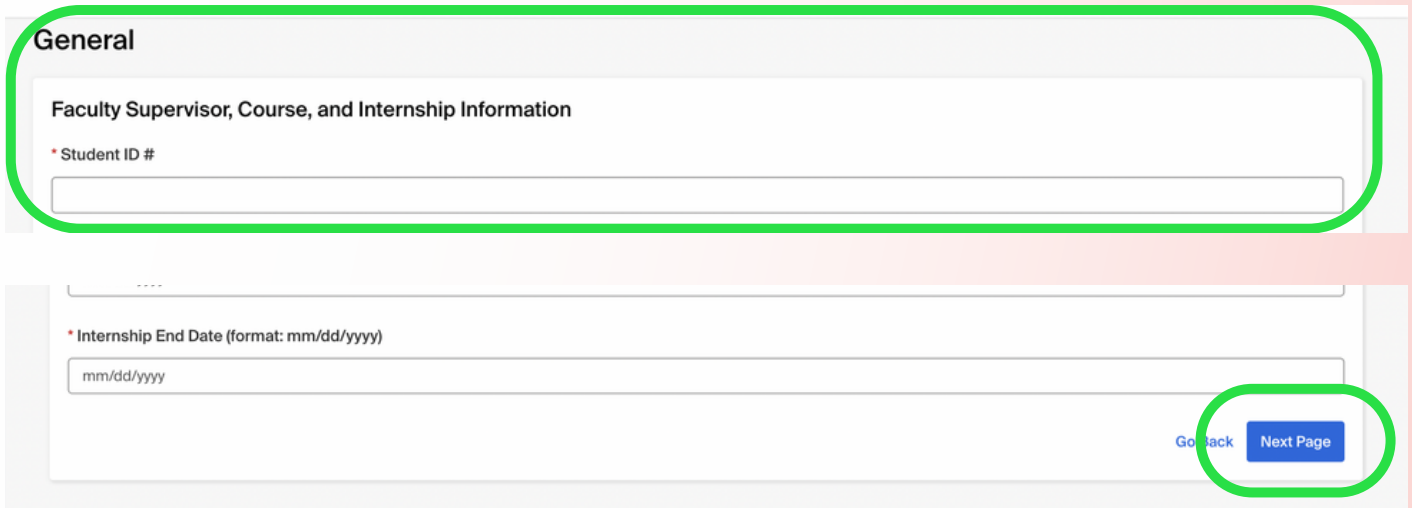
* Retroactive experiences will not be approved for credit.

☒ I understand

[Next Page](#)

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Scroll back up to fill out the survey, corresponding to Sections A and D, of the Internship Learning Contract. Click the blue “Next Page” button on the bottom right.



General

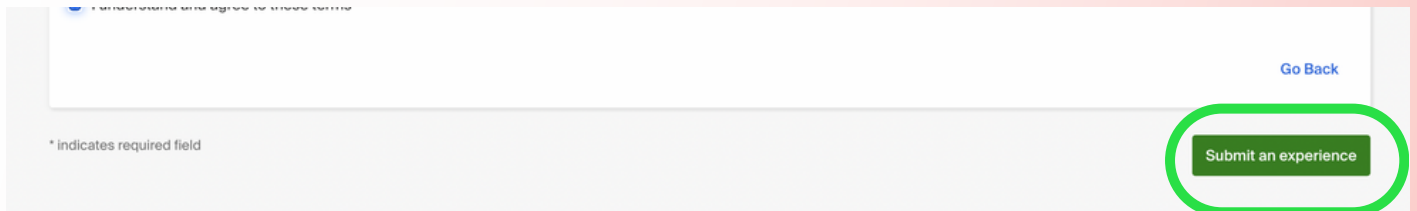
Faculty Supervisor, Course, and Internship Information

* Student ID #

mm/dd/yyyy

Go Back Next Page

Agree to the contract corresponding to Section D. Click “Submit Request” button.



Go Back

* indicates required field

Submit an experience

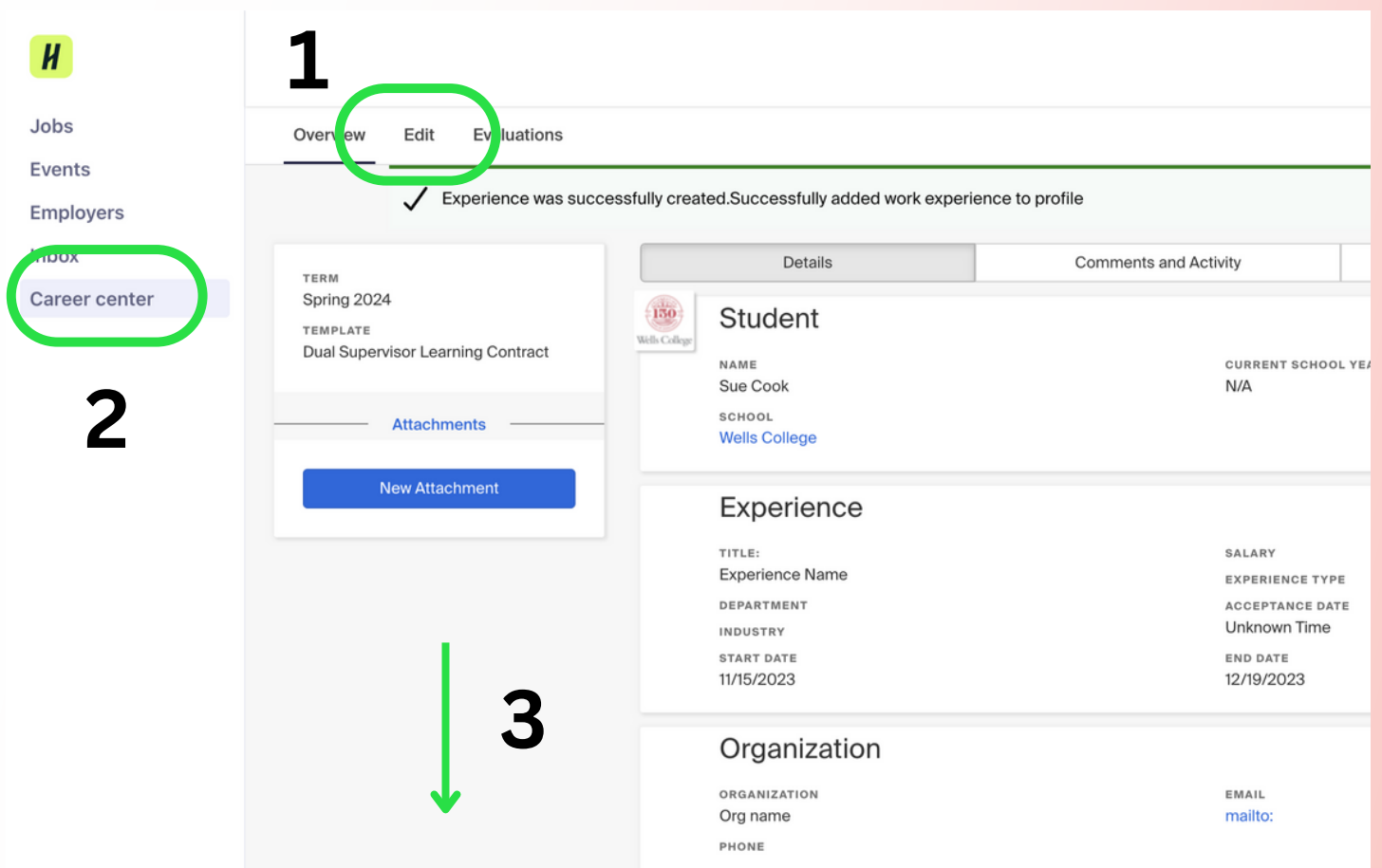
You’ve submitted your contract!

But how do you make sure it gets approved?
What if you need to change something?

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This screen will appear once you have submitted. From here you can:

- Edit your submission
- Navigate back to “Experiences” to check if Academic and Career Advising has released your contract for approvals
- Scroll down to check who’s currently approving your contract- approvals happen one at a time. You can also check the assignments your faculty supervisor filled out.



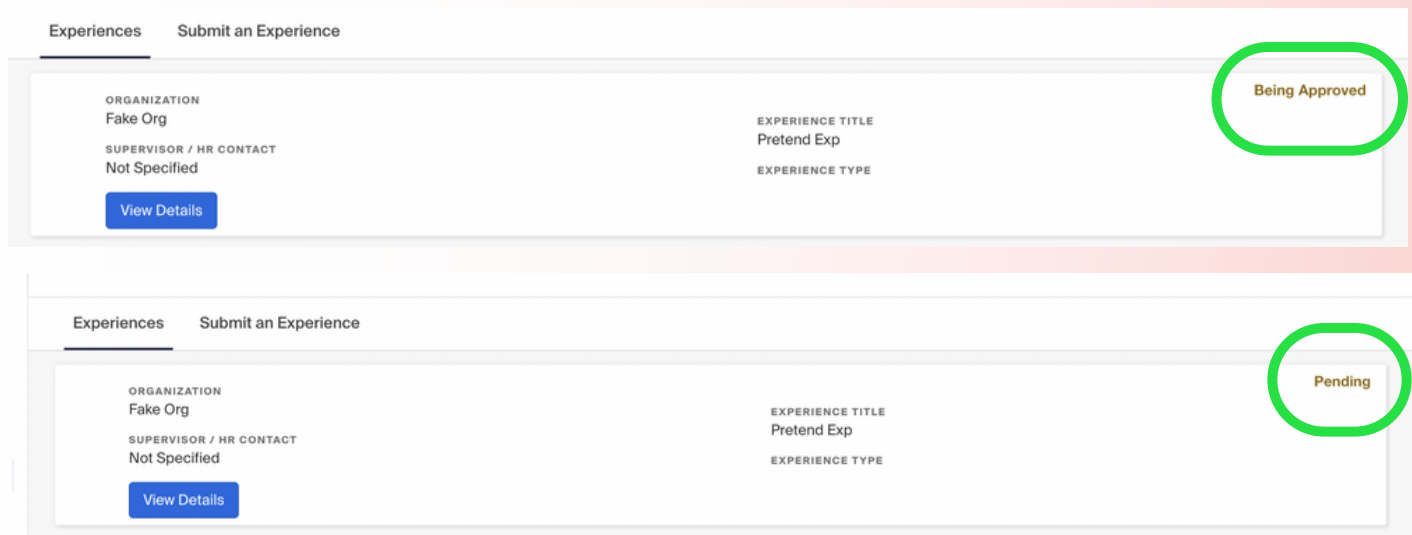
The screenshot shows the Wells College Single Supervisor Learning Contract interface. On the left is a sidebar with a green header 'H' and a list of links: Jobs, Events, Employers, Inbox, and Career center. The 'Career center' link is circled in green and labeled with a large black number '2'. The main content area has a top navigation bar with 'Overview', 'Edit', and 'Evaluations' tabs. The 'Edit' tab is circled in green and labeled with a large black number '1'. Below the tabs is a green success message: 'Experience was successfully created. Successfully added work experience to profile'. The main content is divided into two columns. The left column contains a 'TERM' section with 'Spring 2024' and a 'TEMPLATE' section with 'Dual Supervisor Learning Contract'. Below these is an 'Attachments' section with a blue 'New Attachment' button. The right column contains a 'Details' section with a 'Student' profile (NAME: Sue Cook, SCHOOL: Wells College, CURRENT SCHOOL YEAR: N/A), an 'Experience' section (TITLE: Experience Name, DEPARTMENT, INDUSTRY, START DATE: 11/15/2023, SALARY, EXPERIENCE TYPE, ACCEPTANCE DATE: Unknown Time, END DATE: 12/19/2023), and an 'Organization' section (ORGANIZATION: Org name, PHONE, EMAIL: mailto:). A green arrow points from the 'New Attachment' button to the 'Experience' section, labeled with a large black number '3'.

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Please make sure everyone approves the experience and follow up with anyone who hasn't approved!

How do I know who needs to approve my contract next?

The overall status of your experience will tell you if your contract is with Academic and Career Advising or with your approvers. If it's still pending, it hasn't been initially released by the Center for Academic and Career Advising.



The image displays two screenshots of a web interface for managing experiences. Each screenshot shows a card with the following information:

- ORGANIZATION:** Fake Org
- SUPERVISOR / HR CONTACT:** Not Specified
- EXPERIENCE TITLE:** Pretend Exp
- EXPERIENCE TYPE:** (blank)
- View Details:** (button)

In the top screenshot, the status "Being Approved" is circled in green. In the bottom screenshot, the status "Pending" is circled in green.

Pending: The experience was submitted by the student and is awaiting action from the Center for Academic and Career Advising to begin.

Being Approved: When the experience approval process has "begun," it will set the status of this experience to "being approved."

Needs Review: The approval process has been halted. If any of the approvers decline the experience or a deadline is missed, emails will no longer be automatically sent and the status changes to needs review. You will be notified and the Center for Academic and Career Advising will assess why the process stopped and get you back on track.

Approved: All approvers have approved the experience. You will be notified once the experience has been fully approved.

Declined: All or one approver have not approved the experience.

Ongoing: The experience has been fully approved and the experience has not ended.

Completed: The experience is finished!

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My contract has been released by Academic and Career Advising: which approver is it with?

If your contract is with approvers, you can check who needs to approve next by scrolling down the experience “Details” tab. More details on the process are on the next page.

Approvers

Faculty Supervisor
STATUS:
Pending

<small>NAME</small> Sue Cook	<small>TITLE:</small> Not Specified
<small>EMAIL ADDRESS</small> scook@wells.edu	<small>PHONE NUMBER</small> Not Specified

When an approver has approved, you can see their survey here!

Approvers

Faculty Supervisor
STATUS:
Approved:

<small>NAME</small> Sue Cook	<small>TITLE:</small> Not Specified
<small>EMAIL ADDRESS</small> scook@wells.edu	<small>PHONE NUMBER</small> Not Specified

Survey Responses

- Assignment 1
 - No response
- Assignment 1 Due Date
 - No response
- Assignment 2
 - No response
- Assignment 2 Due Date
 - No response

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What's going on behind the scenes?

Once you've submitted your experience:

- A. Your proposal will go to the Center for Academic and Career Advising. Once we see you've uploaded your position description and everything is properly filled out, we will allow the approval process to begin.
- B. An email will automatically be sent to your faculty supervisor who will have to fill out section B and approve the experience within 4 business days.
- C. Once the faculty supervisor approves, an email is automatically sent back to the Center for Academic and Career Advising for a final look over.
- D. Once the Center for Academic and Career Advising approves it, the request gets sent to the Registrar's office to ensure the proposal is in line with any credit requirements. Once the Registrar's office approves it, the system will show you are registered for the course and you're good to go!

Please email advising@wells.edu with any additional questions.