

DUAL SUPERVISOR LEARNING CONTRACT



*Use this form if your internship is **off-campus** OR if it is an on-campus experience AND your site supervisor and faculty supervisor are two DIFFERENT PEOPLE.*

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
2.	Have someone at your internship agree to be your site supervisor .
3.	Get a faculty supervisor and meet with them to discuss learning goals and objectives , and assignments .
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 12 .
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
	Ensure your site supervisor knows that they will be filling out the information in Section C (on next page) via email link from Handshake. There is a separate instruction list you can give to them.
	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.
	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	
Faculty Supervisor Email	
Credit Hours	
Course #	
Total Internship Hours (must be 40 hours for every credit)	
Organization Name	
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 Presentation at end of semester Poster Session.	

Section C- This section will be filled out by the Site Supervisor

Site Supervisor Information	
Organization Name	Supervisor Name
Organization Address	Supervisor Title
Internship Start Date	Supervisor Email
Internship End Date	Supervisor Phone Number
Is this internship paid or unpaid?	Is the supervisor Alumna/Alumnus
Dept. student is working in	Student's Internship Title

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Section D

Internship Contract- this copy is just for viewing and reference. You will agree to the contract in Handshake.

Wells College (the "College") affirms that, to the best of its judgment, the internship experience is an appropriate curriculum option for students in a liberal arts program of study (i.e., it bears a logical/practical relationship to the student's academic studies and, if successfully completed by the student, the student will be granted Wells College credit). The College makes no other assurances, express or implied, including, but not limited to representation about the way in which this internship is structured or operated, or any travel or living arrangements the student has made.

The College Hereby Agrees

- To provide academic and administrative support to the student during the internship.
- To be responsible for the educational program of the student assigned to the Internship Supervisor.
- To provide necessary orientation deemed essential to the conduct of the student during the internship.
- To promptly remove the student from the internship when such a student is deemed no longer acceptable based on unsatisfactory conduct or performance.
- To indemnify the Internship Supervisor against and hold it harmless from any and all injury, loss, damage, claims, demands, causes of action, and expenses whatsoever arising out of or in conjunction with negligent or intentional acts or omissions of the College or its staff, employees, or agents.

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Section D Cont.

<p>The Internship Supervisor hereby agrees:</p>	<ul style="list-style-type: none">• To provide a reasonably safe environment, and a site designee responsible for adequate supervision of the student.• To provide necessary orientation, explanation of policies and procedures and administrative guidelines deemed essential to the conduct of the student during the internship.• To allow the designated college student to engage in appropriately approved internship experiences in furtherance of the student's academic program.• To promptly notify the College of any termination of student placement when the internship supervisor has deemed a student no longer acceptable based on unsatisfactory conduct or performance.• To indemnify the College and hold it harmless from any and all injury, loss, damage, claims, demands, causes of action, and expenses whatsoever arising out of or in conjunction with negligent or intentional acts or omissions of the Internship Supervisor or its staff, employees, or agents.
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Section D Cont.

The student hereby agrees:

- To observe standards of conduct from the Wells College Honor Code, understanding that compliance with the Wells College Honor Code is important to the success of the present internship and the continuance of future internships.
- To conform conduct to the standards of the internship site, understanding that the responsibilities and circumstances of an off-campus internship may require a standard of decorum that may differ from that of Wells College.
- To obtain and maintain sufficient health, accident, disability and hospitalization insurance during the internship experience and be responsible for the costs of such insurance and for any expenses not covered by this insurance.
- To assume full responsibility for any undisclosed physical or emotional problems that might impair a student's ability to complete the experience, and to release Wells College from any liability arising from such non-disclosure.
- That Wells College and its officers, employees, or agents have the right, in their sole discretion, to make cancellations, changes or substitutions in internships in cases of emergency or changed conditions or in the general interest of the internship program.
- That Wells College and the Internship Supervisor have, each in its sole discretion, the right to terminate the student's participation in the internship because of conduct that might bring the program into dispute or the Internship supervisor into jeopardy; and that the decision will be final and may result in the loss of academic credit.
- That the internship and use of any and all of the Internship supervisor's services and facilities shall be undertaken by the student at her/his own risk and that Wells College shall not be liable for any and all claims, demands, injuries, damages, loss, actions, or expenses whatsoever arising out of or connected with the internship and with the use of any and all services, or facilities associated with the internship.

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Part 2

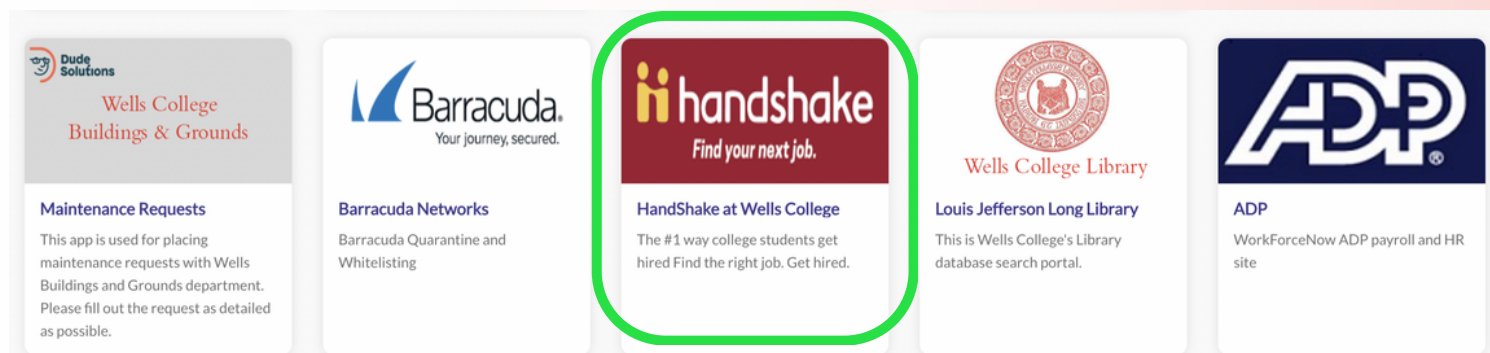
How to fill out the application forms online on Handshake.



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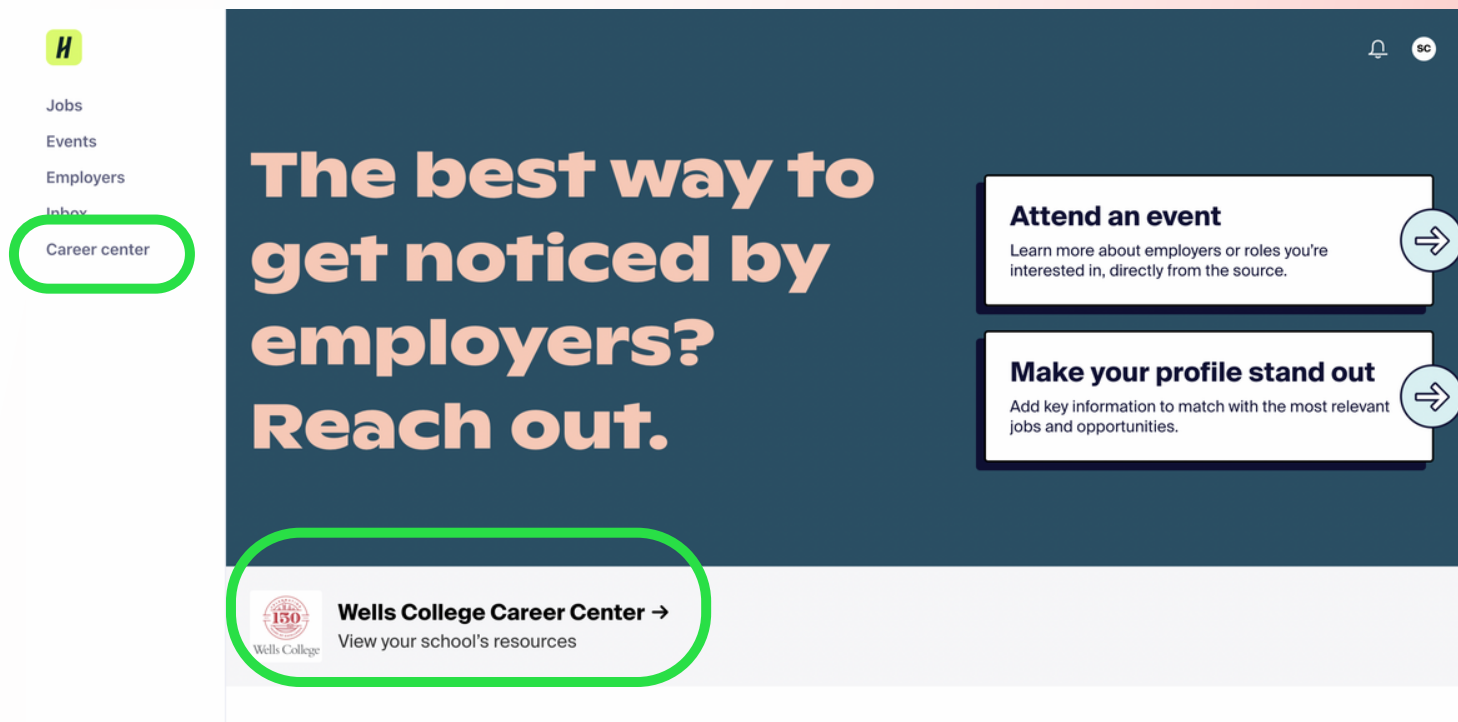
Getting to Handshake and Filling out your Learning Contract

You can sign into Handshake from the Single Sign On:



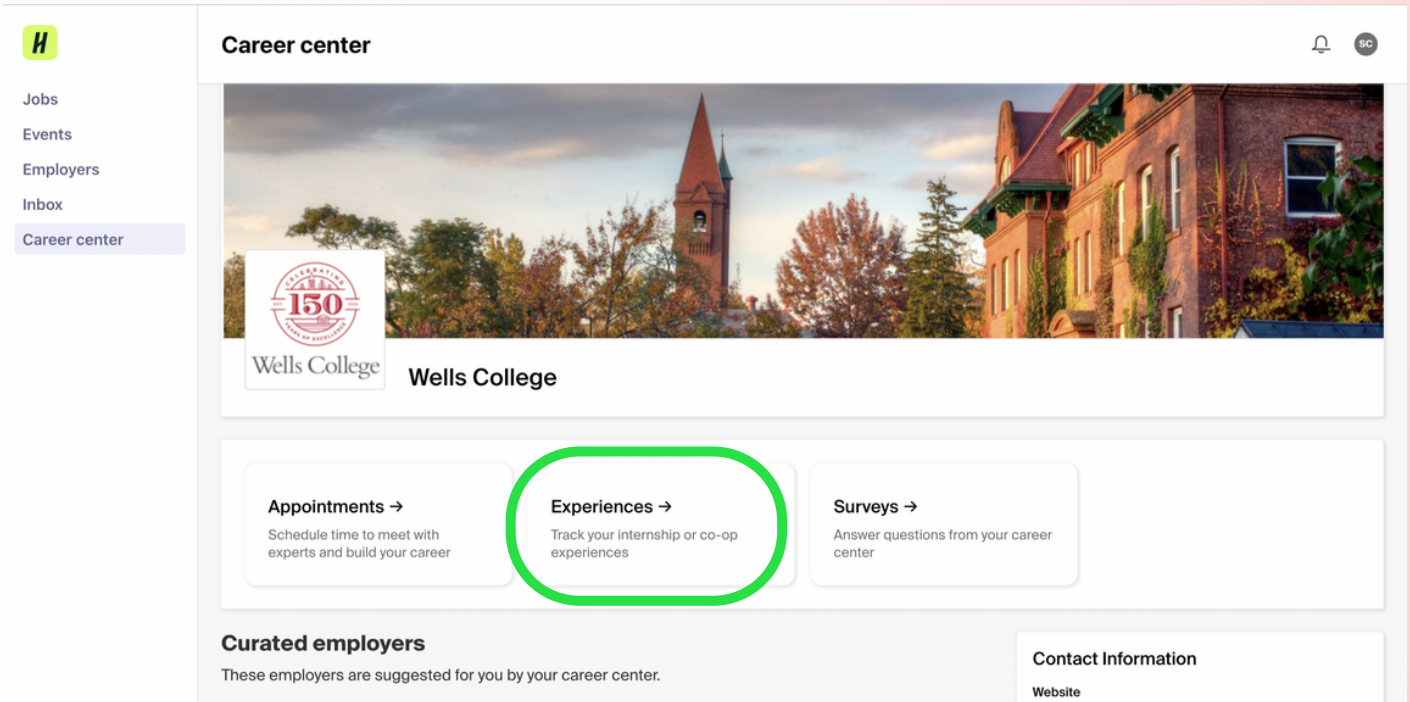
You have a pre-made account in Handshake already. Set up your profile following their instructions to get started. If you need help, please contact the Center for Academic and Career Advising.

On the home page, Click on "Career Center"



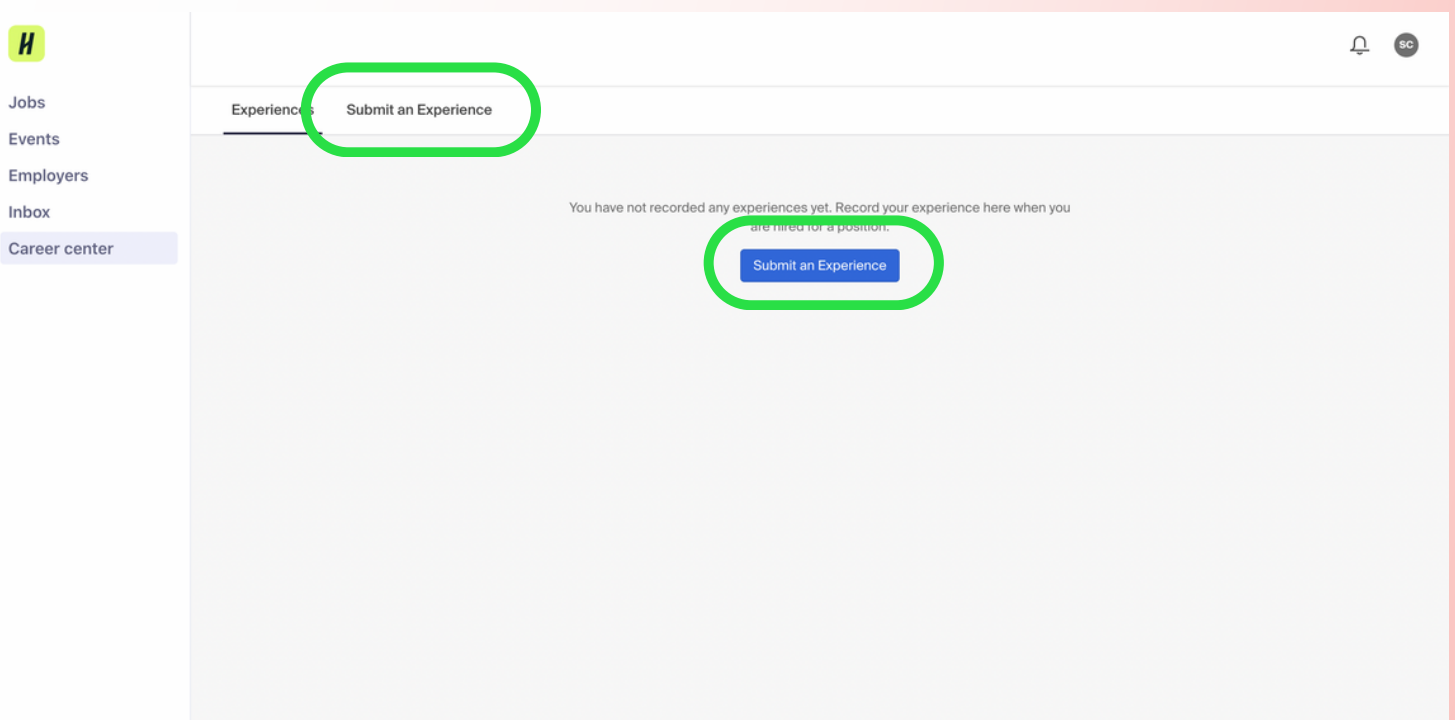
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Click on “Experiences”



The screenshot shows the 'Career center' dashboard. On the left is a sidebar with a green 'H' icon and links for Jobs, Events, Employers, Inbox, and Career center. The main content area has a header with a Wells College banner and a 'Wells College' logo. 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”



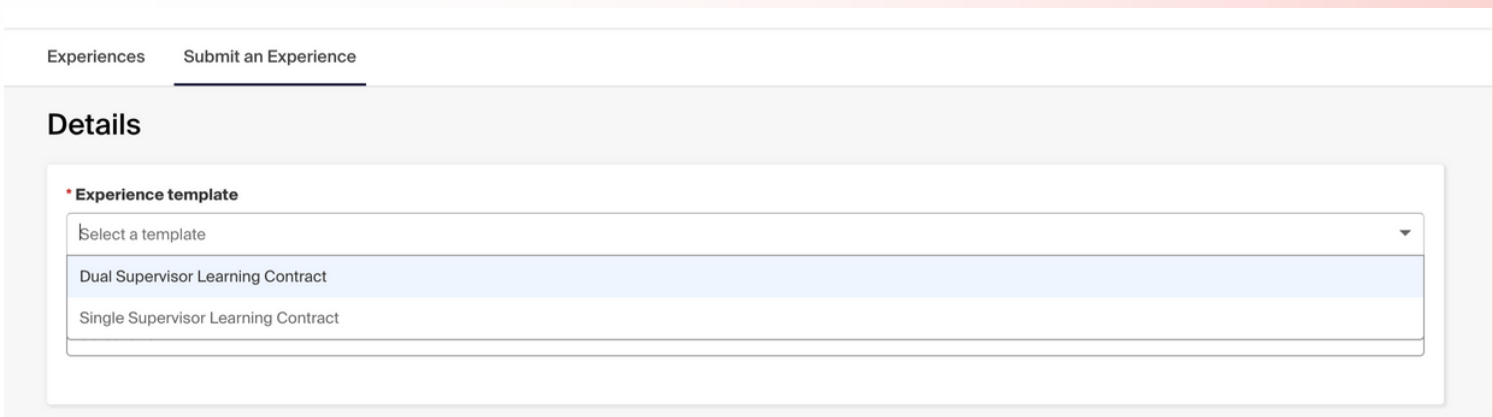
The screenshot shows the 'Experiences' page. The sidebar is the same as in the previous screenshot. The main content area has a header with 'Experiences' and 'Submit an Experience' (highlighted with a green circle). Below the header is a message: 'You have not recorded any experiences yet. Record your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

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Click on the drop-down box “Request Experience Type.” Select “Dual Supervisor Learning Contract.”

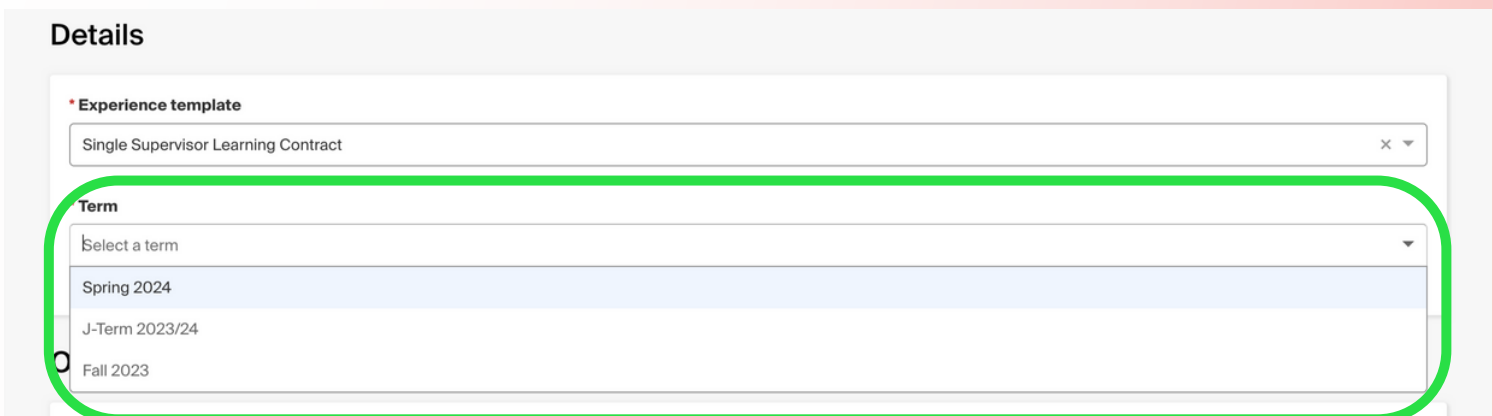


The screenshot shows the 'Submit an Experience' form. The 'Details' section contains two dropdown menus. The first, labeled 'Experience template', is highlighted with a green rounded rectangle. It currently shows 'Select a template'. The second dropdown, labeled 'Term', shows 'Select a term'.



This screenshot shows the 'Experience template' dropdown menu expanded. It lists three options: 'Dual Supervisor Learning Contract' (which is highlighted in blue), 'Single Supervisor Learning Contract', and an empty option at the bottom.

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. It lists three options: 'Spring 2024' (highlighted in blue), 'J-Term 2023/24', and 'Fall 2023'. The 'Experience template' dropdown above it now shows 'Single Supervisor Learning Contract'.

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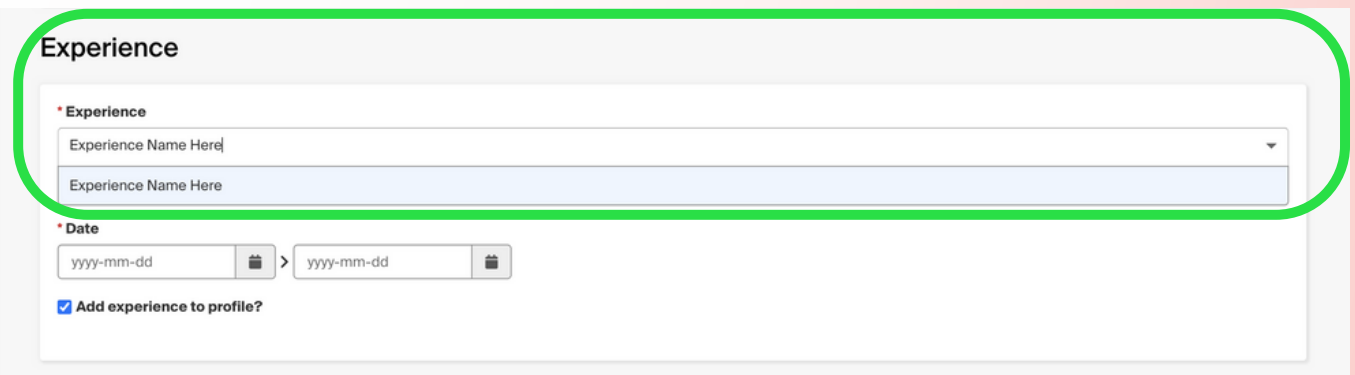
In “Organization” type the name of the internship site.

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.

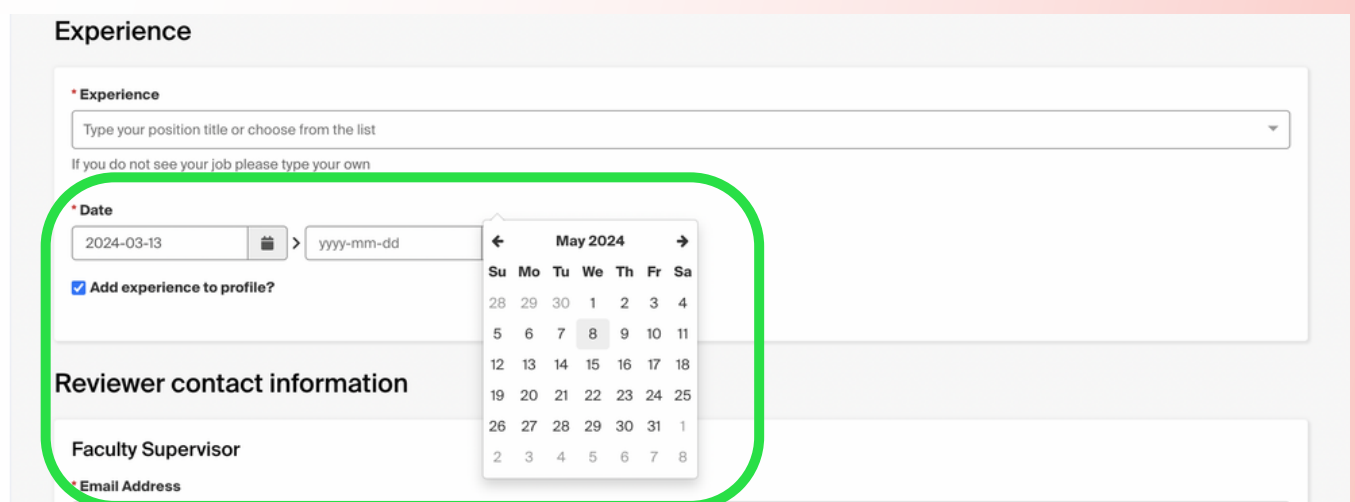


In “Experience” type your position title.

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.

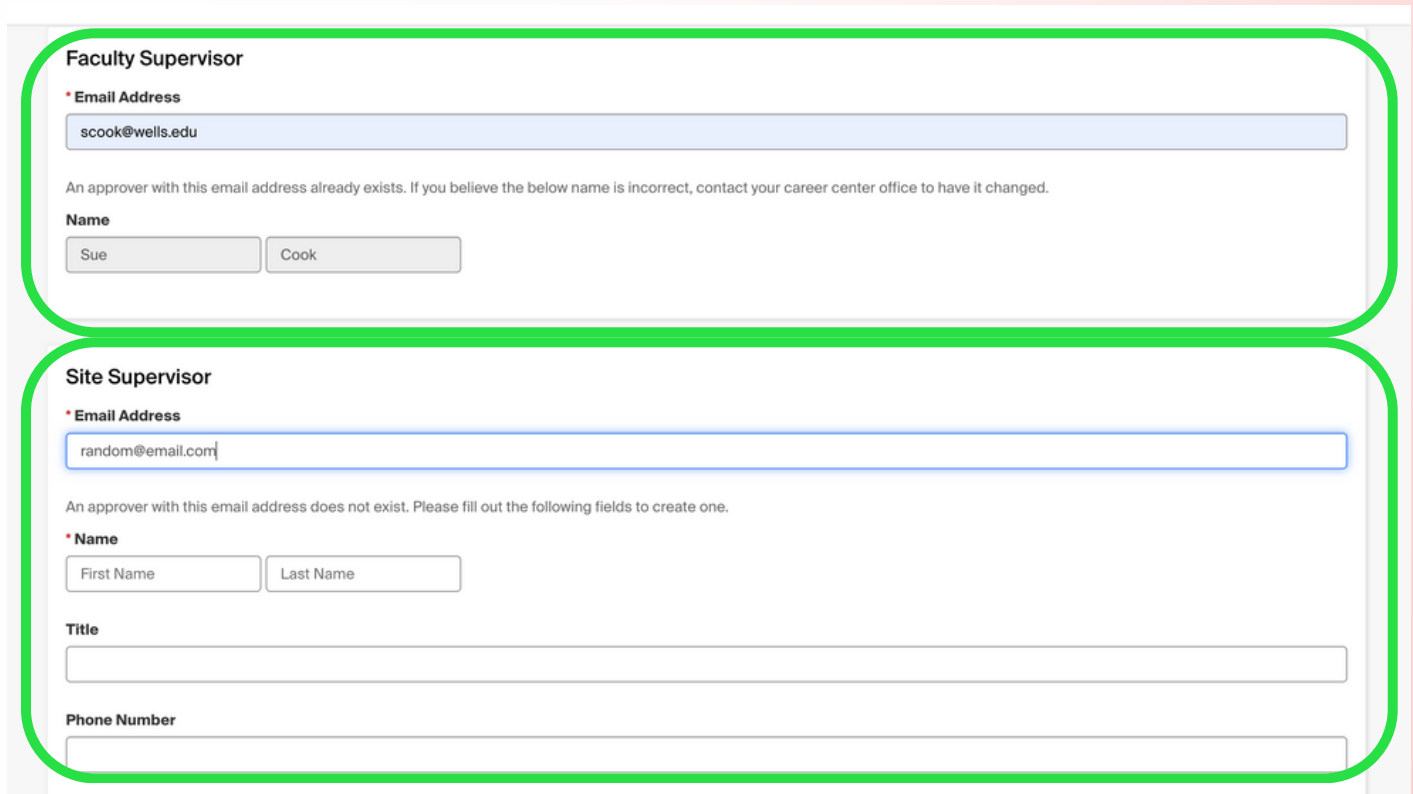


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Next, you will fill out your approvers' information.

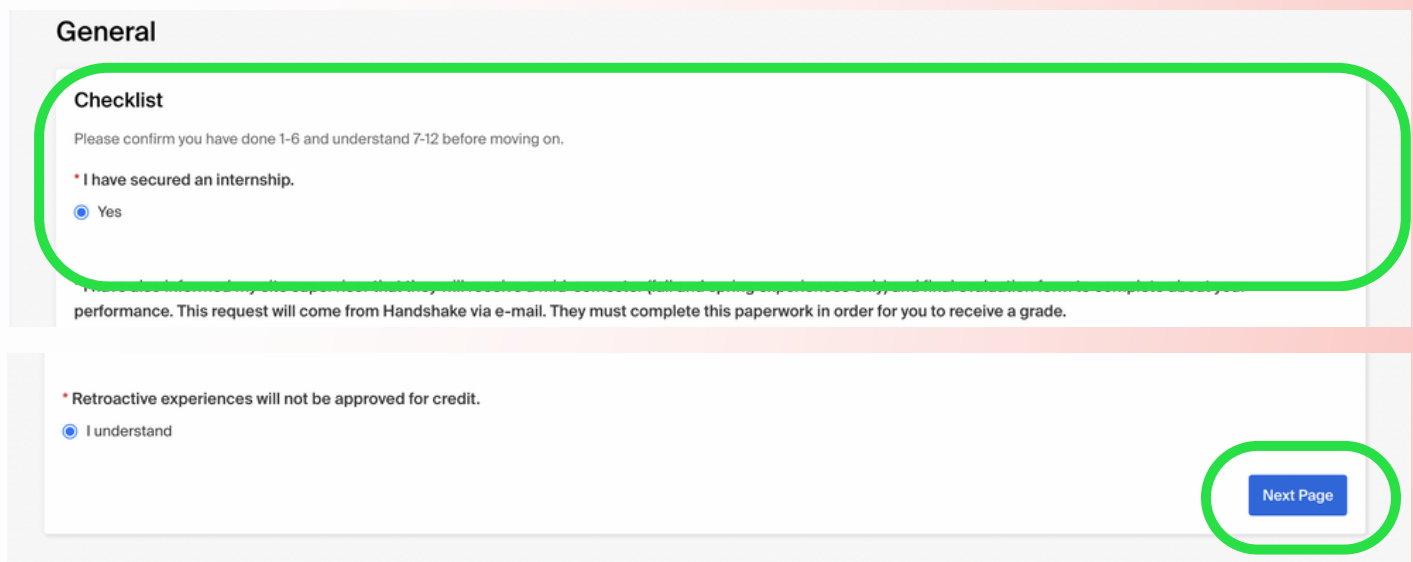
For **Faculty Supervisors**, their names should populate once you have entered their email with the message displayed below.

For **Site Supervisors** in our system, the same message will appear. If they are not in our system, you will have to enter in both their email and name.



The screenshot shows two sections of the form, both highlighted with a green rounded rectangle. The first section is titled "Faculty Supervisor" and contains an "Email Address" field with "scook@wells.edu" entered. Below the field is a message: "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." The "Name" field is populated with "Sue" and "Cook". The second section is titled "Site Supervisor" and contains an "Email Address" field with "random@email.com" entered. Below the field is a message: "An approver with this email address does not exist. Please fill out the following fields to create one." The "Name" field has "First Name" and "Last Name" sub-fields. The "Title" and "Phone Number" fields are empty.

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



The screenshot shows the "General" section of the form, highlighted with a green rounded rectangle. It contains a "Checklist" section with the instruction: "Please confirm you have done 1-6 and understand 7-12 before moving on." The first item is "I have secured an internship." with a radio button selected for "Yes". Below the checklist is a message: "I have secured an internship. I understand that they will receive a letter of completion (fall and spring semesters only), and that I will be responsible for completing my performance. This request will come from Handshake via e-mail. They must complete this paperwork in order for you to receive a grade." At the bottom of the section is a radio button selected for "I understand". A "Next Page" button is located at the bottom right of the section, also highlighted with a green rounded rectangle.

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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

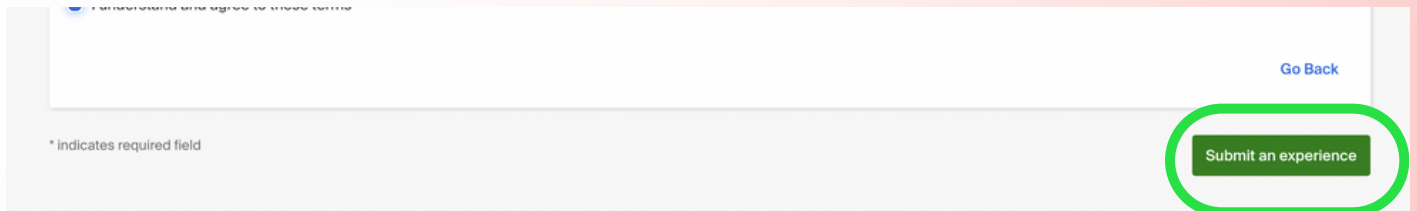
Faculty Supervisor, Course, and Internship Information

* 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

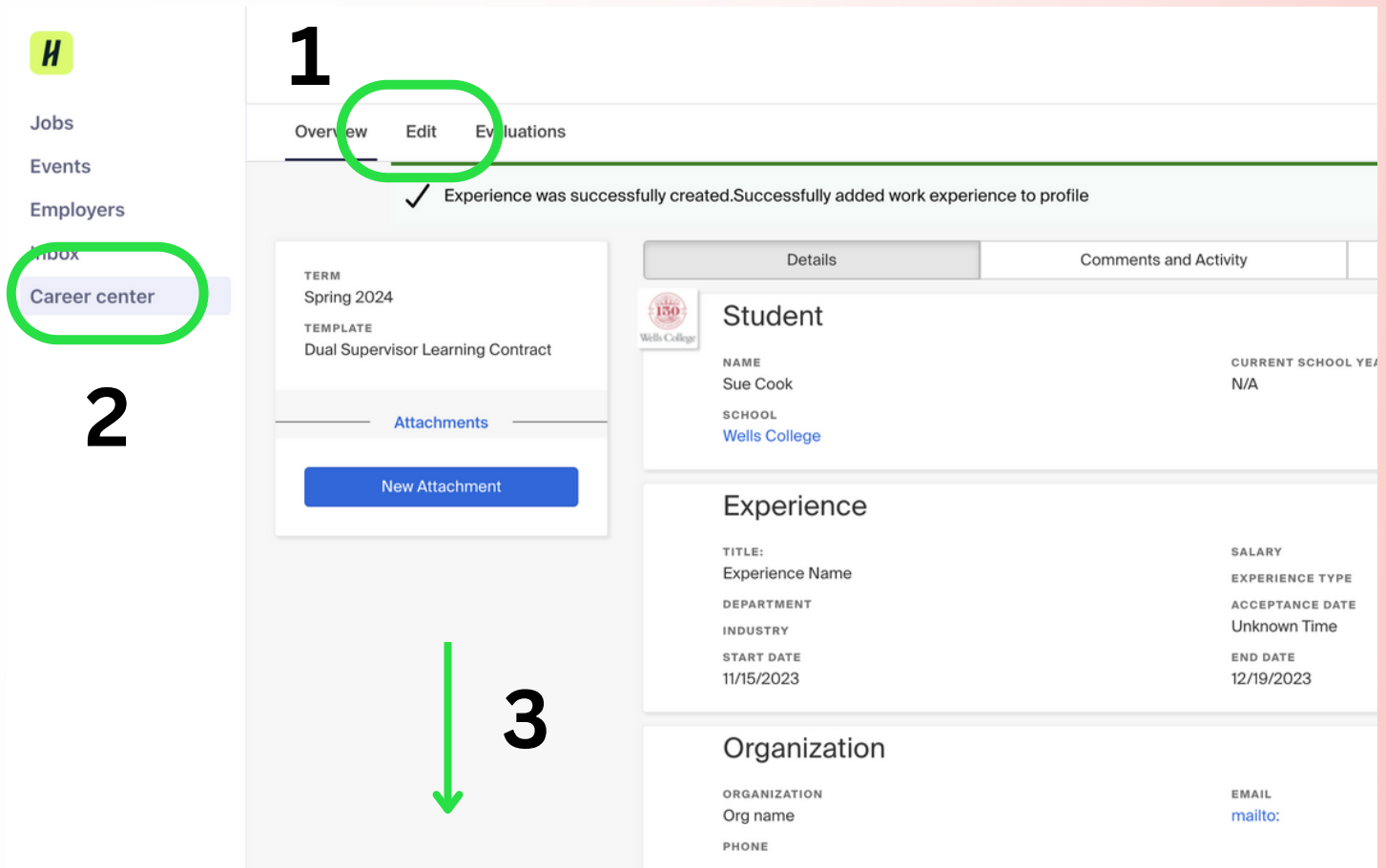
You’ve submitted your contract!

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:

1. Edit your submission
2. Navigate back to “Experiences” to check if Academic and Career Advising has released your contract for approvals
3. 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.



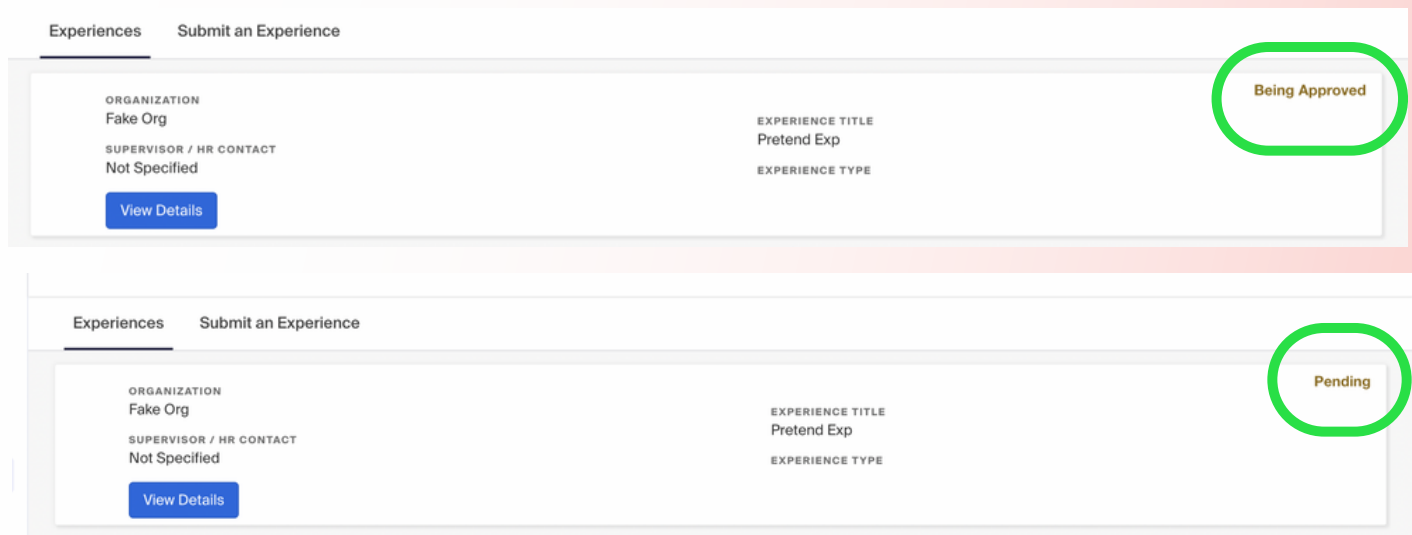
The screenshot shows the user interface for the Dual Supervisor Learning Contract. On the left is a sidebar with a green 'H' logo and a list of navigation items: Jobs, Events, Employers, and a highlighted 'Index' item which contains a sub-link for 'Career center'. The main content area has a top navigation bar with 'Overview', 'Edit', and 'Evaluations' tabs, where 'Edit' is circled in green and labeled with a large '1'. Below the tabs is a green confirmation message: 'Experience was successfully created. Successfully added work experience to profile'. The main content is divided into two columns. The left column shows 'TERM: Spring 2024' and 'TEMPLATE: Dual Supervisor Learning Contract', with an 'Attachments' section containing a 'New Attachment' button. The right column has tabs for 'Details' and 'Comments and Activity', with 'Details' selected. Under 'Details', there are three sections: 'Student' (NAME: Sue Cook, SCHOOL: Wells College, CURRENT SCHOOL YEAR: N/A), 'Experience' (TITLE: Experience Name, DEPARTMENT, INDUSTRY, START DATE: 11/15/2023, SALARY, EXPERIENCE TYPE, ACCEPTANCE DATE: Unknown Time, END DATE: 12/19/2023), and 'Organization' (ORGANIZATION: Org name, PHONE, EMAIL: mailto:). A large green arrow labeled with a '3' points downwards from the 'Experience' section.

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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. Both screenshots show a header with 'Experiences' and 'Submit an Experience' tabs. The main content area contains a card with the following details:

- 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 Office 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.

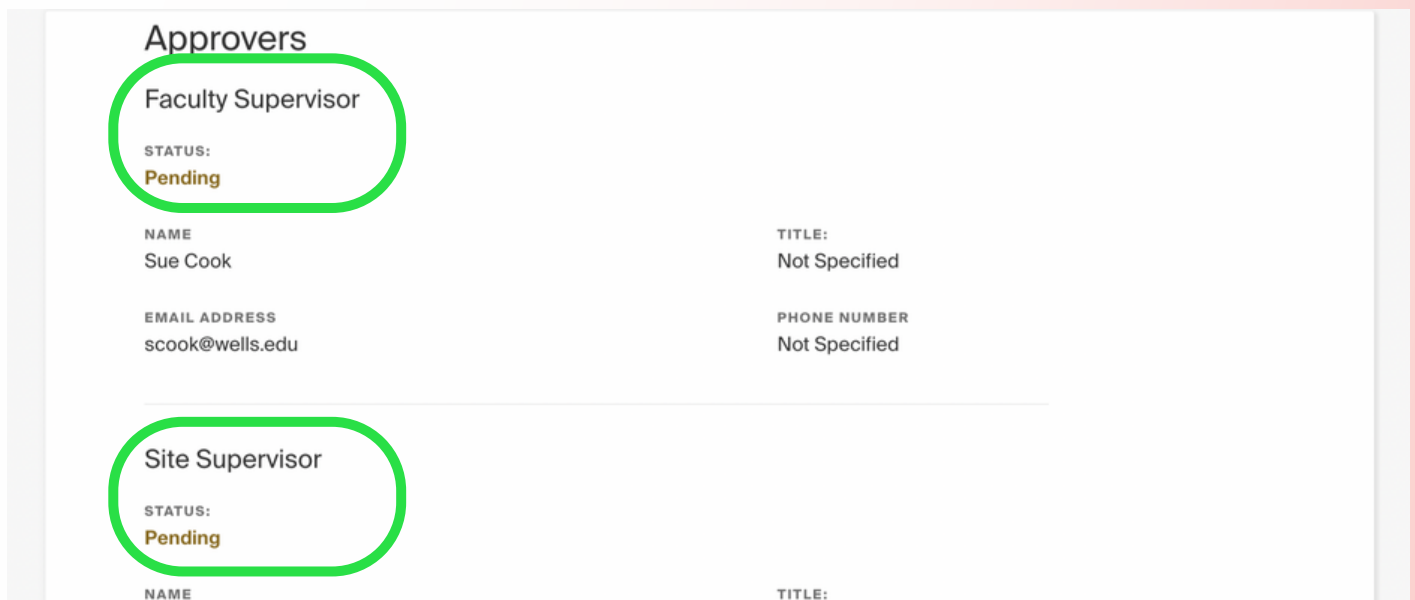
Ongoing: The experience has been fully approved and the experience has not ended.

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

NAME
Sue Cook

TITLE:
Not Specified

EMAIL ADDRESS
scook@wells.edu

PHONE NUMBER
Not Specified

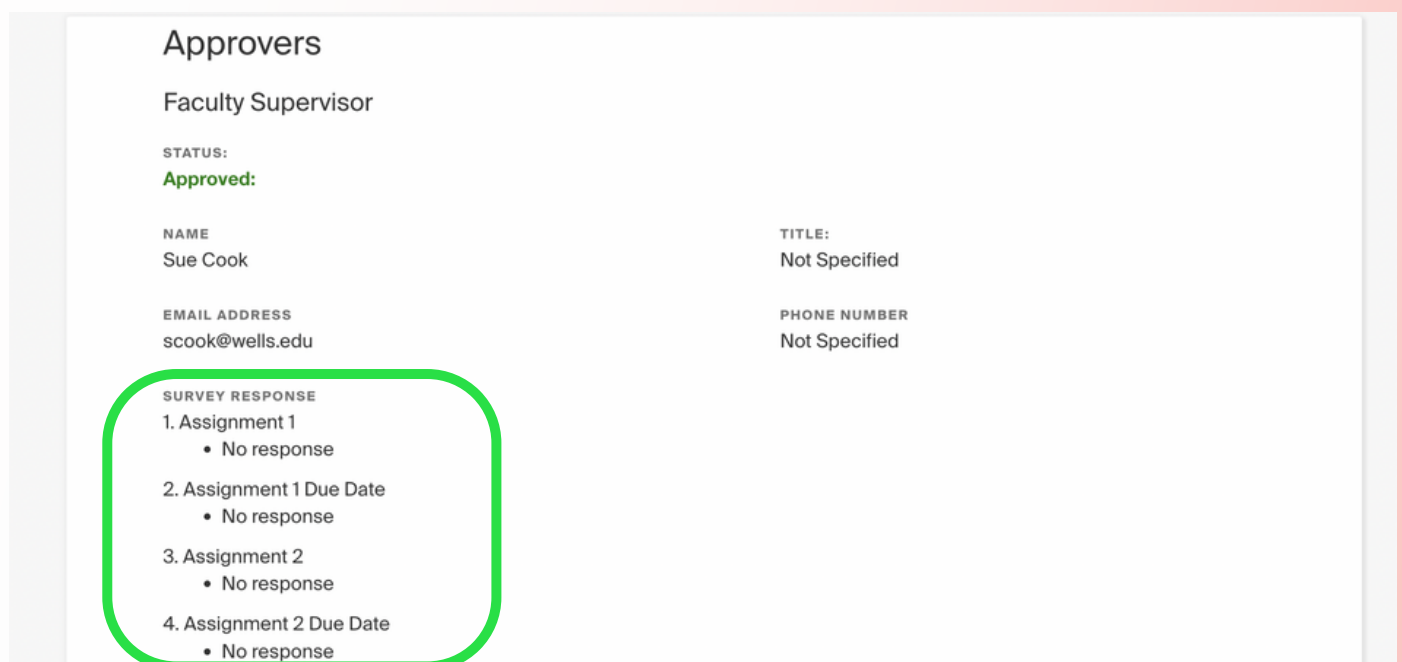
Site Supervisor

STATUS:
Pending

NAME

TITLE:

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



Approvers

Faculty Supervisor

STATUS:
Approved:

NAME
Sue Cook

TITLE:
Not Specified

EMAIL ADDRESS
scook@wells.edu

PHONE NUMBER
Not Specified

SURVEY RESPONSE

1. Assignment 1
 - No response
2. Assignment 1 Due Date
 - No response
3. Assignment 2
 - No response
4. 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 the experience, an email automatically goes to your site supervisor. They will have 4 business days to fill out section C and approve.
- D. Once the site supervisor approves, an email is automatically sent back to the Center for Academic and Career Advising for a final look over.
- E. 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.