

LEARNING PLAN AGREEMENT

Send sign Learning Plan Agreement to AASAP Coordinator (Linda Thai) at MC 0001

The Academic Affairs Student Apprenticeship Program (AASAP) offers substantive, practical work-learning experiences to undergraduate and graduate students at UCSD and other local universities.

APPRENTICESHIP CONTACT INFORMATION

Apprenticeship Working Title:		Student's Name:	Date of Graduation:
Department Name & Mail Code:		Supervisor's Name:	Supv Email:
Start Date :	End Date :	Work Schedule or Hours Worked/Week:	

APPRENTICESHIP INFORMATION

Apprenticeship Working Title:		Total Openings:
Estimated Duration:		Desired Start Date-End Date:
Estimated Hrs of Wrk/Wk:	To receive academic credit, students must meet a minimum requirement of 10 hrs work/week and complete a 10 page paper/project supervised by a faculty advisor. Such internships must be coordinated through the UCSD Academic Internship Program (AIP) and are usually planned one quarter in advance.	
___ Unpaid/Volunteer or ___ Paid (Rate:)		
Would you like the AASAP Coordinator to pre-screen student applications and forward only top-most qualified individuals: Yes / No		

APPRENTICESHIP OVERVIEW

Describe project assignments, variety of duties, level of supervision received/exercised, scope of responsibility, etc.

TRAINING AND SUPERVISION PLAN

Describe the training program, individual or group meeting schedule, process for measuring progress, etc.

ADDITIONAL RESPONSIBILITIES

After discussing the student's skills and interests, please list any additional responsibilities, projects, or special assignments not already listed in the original apprenticeship overview.

After jointly completing the Learning Plan Agreement, sign below and return to AASAP Coordinator (Linda Thai) at Mail Code 0001

Student's Signature _____ Date _____

Supervisor's Signature _____ Date _____

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Responsibilities of the Supervisor and the Student

The Supervisor's Responsibilities

- ✓ Develop project/apprenticeship assignments that are substantial learning experiences. These assignments should keep clerical duties to a minimum
- ✓ Ensure that the student has met with the Academic Affairs Apprenticeship Program Coordinator to process paperwork to finalize the appointment
- ✓ Establish learning objectives through the *Learning Plan Agreement* that identify specific responsibilities and measurement standards for success
- ✓ Provide the resources, equipment, and workspace that are necessary for the student to perform duties
- ✓ Provide adequate training and guidance for the student to complete assigned projects
- ✓ Establish a clear understanding with the student on university policies (confidentiality guidelines, dress code, work hours/schedule, etc.)
- ✓ Reflect upon and evaluate the work experience with the Academic Affairs Apprenticeship Program via the *Apprentice Performance Appraisal Form* and the *Program Appraisal Form*

The Student's Responsibilities

- ✓ Meet with Academic Affairs Internship Program to process paperwork to finalize the appointment
- ✓ Establish learning objectives through the *Learning Plan Agreement* form that identify specific responsibilities and measurement standards for success
- ✓ Complete assignments with good work habits and participate in apprenticeship events and activities
- ✓ Communicate with supervisor and co-workers in a professional manner (dress appropriately, be punctual, avoid personal phone calls and text messaging, etc.)
- ✓ Reflect upon and evaluate the work experience with the Academic Affairs Apprenticeship Program via the *Apprentice Performance Appraisal Form* and the *Program Appraisal Form*
- ✓ Contact Academic Internship Program if they wish to receive academic credit for their work experience