

Student Professional Learning Contract

To be reviewed and completed by Mentor and StuPro

StuPro Position Title:

Student Name:

Phone:

Email:

Major:

Anticipated Year of Graduation:

Student Learning Outcomes (*to be completed by mentor*)

1.

2.

3.

As a Student Professional:

I agree to complete the assigned tasks, assignments and/or projects associated with achieving the above Student Learning Outcomes.

I am aware that work that is completed and any documents I create or provide become the property of the StuPro On-Campus Internship Program and may be shared with internal and external entities.

Program Requirements and Professional Expectations:

- Attend the required StuPro training Fall 2016
- Attend one OCU Career Fair and one Career Services or OCU sponsored/approved professional development program; *one of which must be completed prior to end of Fall 2016 term*
- Submit a professional resume and cover letter to Career Services for review Fall 2016
- Arrive to work on-time
- Talk with my supervisor well in advance regarding any conflicts with the work schedule; ask about changes in the work schedule when those situations arise
- Use OCU email for all work-related distance communication

- Perform and complete work-related tasks before engaging in school or personal tasks while "on the clock"
- Submit timesheets on required due date
- Complete the mid-term and final evaluations for Career Services
- Provide data and other materials supporting the position's departmental impact in an executive summary to Career Services and the Mentor

As a Student Professional I will abide by the expectations, program commitments and parameters as stated in the learning contract.

My mentor and I discussed the requirements and measurable objectives for my position and I believe that they are appropriate for my experience.

StuPro Name (Printed)

StuPro Signature and Date

Mentor Signature and Date