

**PUBLIC HISTORY PROGRAM
LOYOLA UNIVERSITY
PRACTICUM LEARNING AGREEMENT**

STUDENT'S NAME

ADDRESS

CITY AND STATE

ZIP

PHONE NUMBER

SPONSORING INSTITUTION

SUPERVISOR

ADDRESS

CITY AND STATE

ZIP

E-MAIL ADDRESS

PHONE NUMBER

I. DURATION

A. STARTING DATE

B. CLOSING DATE

II. DESCRIPTION OF THE PRACTICUM

III. OBJECTIVES OF THE PRACTICUM

SPECIFY THE PROFESSIONAL AND CAREER DEVELOPMENT GOALS TO BE ACHIEVED DURING THIS PRACTICUM.

IV. STUDENT RESPONSIBILITIES

SPECIFY THE DUTIES AND RESPONSIBILITIES OF THE STUDENT TO THE SPONSORING INSTITUTION. THESE SHOULD BE STATED AS CONCISELY AND CLEARLY AS POSSIBLE IN ORDER TO AVOID UNCERTAINTY DURING THE COURSE OF THE PRACTICUM AND AT THE TIME OF THE FINAL EVALUATION.

V. SUPERVISOR RESPONSIBILITIES

INDICATE (1) THE ARRANGEMENTS TO BE MADE BETWEEN THE SUPERVISOR AND STUDENT FOR THE PURPOSE OF CONSTRUCTIVE CRITICISM, GUIDANCE, AND ON-GOING EVALUATION; (2) THOSE DUTIES AND RESPONSIBILITIES YOU AND THE SPONSORING INSTITUTION WILL PERFORM TO FACILITATE THE PRACTICUM OBJECTIVES. PLEASE SUBMIT AN EVALUATION OF THE STUDENT AT THE CONCLUSION OF THE PRACTICUM.

VI. PROGRAM DIRECTOR RESPONSIBILITIES

(1) THE PROGRAM DIRECTOR WILL MEET REGULARLY WITH THE STUDENT DURING THE COURSE OF THE PRACTICUM FOR THE PURPOSE OF CONSTRUCTIVE CRITICISM, GUIDANCE, AND ON-GOING EVALUATION. (2) THE PROGRAM DIRECTOR WILL MEET WITH THE PRACTICUM SUPERVISOR TO REVIEW THE PRACTICUM EXPERIENCE AS NEEDED.

VII. APPROVAL

STUDENT: DATE

SUPERVISOR: DATE

PROGRAM DIRECTOR: DATE