

## Hints for Writing Learning Agreements

### Cover sheet

Make sure there are email addresses for everyone involved. Hold onto the original until the learning agreement is approved by your advisor and certificate advisor.

### Summary of your practicum

Summarize the agency and your role. Bullet points for each of your main activities are helpful (they can be the same as the ones you list under each objective).

### For each objective

*Activities:* What will you do on the practicum?

My tasks will be . . .

I will conduct . . .

I will participate in . . .

I will attend . . .

I will collect . . .

I will compile . . .

I will analyze . . .

I will interview . . .

I will organize . . .

*Evaluation:* How will you be evaluated?

I will be evaluated by my supervisor, who will evaluate me by

Reviewing written work . . .

By observing . . .

By discussing . . .

*Outcomes:* What will you know how to do as a result of the task you completed?

I will understand . . .

I will be able to . . .

I will demonstrate the ability to . . .

I will acquire skills in . . .

### Evaluation and Research objective

If you are in your concentration practicum and will be enrolled in Policy and Program Evaluation, you may use this for your objective. For example, "I will be enrolled in the evaluation course and will complete a research project at my practicum that will fulfill this objective and my course research requirements."