



EXL Agreement for External Activity

Experiential Learning
Middle Tennessee State University
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Murfreesboro, Tennessee 37132
Phone: (615) 898-5542
www.mtsu.edu/experience

Name: _____ MTSU ID: _____

Major: _____ E-mail: _____

Expected Graduation Date: _____

Academic Classification: FR SO JR SR

Semester/Year of Experiential Learning Experience: _____

Type of Activity: Research Service-Learning Team Competition

Summary of External Activity (include organization name): _____

External Supervisor Name: _____ External Supervisor Phone: _____

LEARNING OBJECTIVES:

List three learning expectations for this activity along with a short statement about each. These learning expectations will be used to evaluate your EXL experience.

Learning Expectation 1:

Learning Expectation 2:

Learning Expectation 3:

RESPONSIBILITIES UNDER THIS AGREEMENT

When signing the Learning Agreement each signer agrees to assume the responsibilities listed for his/her specific role:

The Service Learning/Team Competition student agrees to:

- Work the minimum of hours required to receive EXL credit for the external experience (external service learning requirement is 24 hours in one semester and team competition is 24 hours in one or two semesters).
- Act in a professional manner, maintain confidentiality, be open to constructive criticism through the experience, and comply with the rules, policies, and regulations of the employer;
- Maintain a daily journal for the external activity and turn in by the designated due date.

For external service learning activities, the Supervisor agrees to:

- Provide the student and the EXL Coordinator with a complete, accurate description of the duties and responsibilities associated with the EXL external activity prior to beginning the activity;
- Supply an evaluation of the student’s performance at the end of the student's activity
- Inform the EXL Coordinator of the student’s failure to make him/herself available to offered experiences or failure to respect the policies of the expected activity.

For undergraduate research and team competition activities, the faculty advisor agrees to:

- Monitor student’s work
- Provide an evaluation of the student’s performance at the end of the activity
- Inform the EXL Coordinator of the student’s failure to be involved in activities as agreed

The EXL Coordinator agrees to:

- Maintain communication with the student and the external organization to assure maximum learning on the part of the student and satisfaction on the part of the organizations;
- Assist student and external supervisor in resolving and problems or difficulties which may arise;
- Help students and faculty in writing agreements which specify measurable Learning Objectives when appropriate;
- Evaluate the student’s placement and assess the organization’s satisfaction with the learning experience.

Your signature below indicates that you have read and are in agreement to all pages of this document. This agreement may be terminated by the student or the employing organization upon receipt of two weeks notice by either party. This form should be submitted with the first two signatures.

Student: _____

Print Name

Student Signature

External Supervisor: _____

(or faculty supervisor) Print Name

Supervisor Signature

EXL Coordinator: _____

Print Name

EXL Signature

Date: _____