

Field Experience Program [www.umass.edu/careers/](http://www.umass.edu/careers/)

University of Massachusetts – 511 Goodell Building, Amherst, MA 01003 Tel. 413-545-6265 Fax 413-545-4426

## ACADEMIC CONTRACT

COMPLETED CONTRACTS ARE DUE TO OUR OFFICE BEFORE ADD/DROP ENDS. RETURN ALL COPIES.

Student Name \_\_\_\_\_

Major \_\_\_\_\_ Spire ID# \_\_\_\_\_

Address \_\_\_\_\_

Organization Name \_\_\_\_\_

(City) \_\_\_\_\_ (During your internship) \_\_\_\_\_ (State) \_\_\_\_\_ (Zip) \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email \_\_\_\_\_

(City) \_\_\_\_\_ (State) \_\_\_\_\_ (Zip) \_\_\_\_\_

Credits Completed \_\_\_\_\_ Cum GPA \_\_\_\_\_

On site supervisor \_\_\_\_\_

Expected Grad Date (Month) \_\_\_\_\_ (Year) \_\_\_\_\_

Supervisor Phone \_\_\_\_\_

Faculty Sponsor \_\_\_\_\_

Supervisor email \_\_\_\_\_

(Please print) (Must be a Faculty Member)

Start Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_ End Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Working Remotely  Working on location

Work Schedule \_\_\_\_\_

Days of Week / Time of Day (i.e. Tu, Th., 9 – 2)

### I. Academic Proposal (Not a Job Description)

(to be completed by student--**READ REVERSE CAREFULLY**) Attach additional pages as needed.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

### II. Credit Confirmation (to be completed by faculty sponsor(s)-SEE REVERSE)

I support the proposal and agree to sponsor this student for:

<u>Semester Registered</u>	<u>Department &amp; Course #</u>	<u>#Credits</u>	<u>Schedule #</u>	<u>Faculty Sponsor Signature</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

\_\_\_\_\_  
Additional Dean's Signature required  
for less than 2.0 GPA or less than 45 credits

\_\_\_\_\_  
IPO Approval for International Internships

\_\_\_\_\_  
Career Services Representative

**Directions for Completing the Academic Contract**  
**PLEASE READ CAREFULLY**

**I. Academic Proposal (to be completed by the student)**

The Academic Contract should clarify the academic content and expectation of the placement for the student, faculty and agency supervisor. Your faculty sponsor must approve the academic content of your placement and will assign certain academic projects for you to complete to demonstrate what you have learned. We suggest you discuss your proposal with your sponsor before completing the contract.

Include the following information in your proposal:

1. What do you want to learn and how will this relate to your academic discipline? What courses will relate to your field experience?
2. What type of experience are you seeking? In what types of activities do you hope to participate?
3. Describe your proposed academic projects (for example: research paper, journal, portfolio). Be as specific as possible.

**II. Credit Confirmation (to be completed by Faculty Sponsors)**

Faculty award University credits for the integration of the field experience in the workplace with the academic training received from the traditional academic curriculum.

In order to register for credits associated with Field Experience, students must be in good standing (minimum Cum GPA 2.0) and have 45 credits toward graduation at the start of their placement. Students who don't meet this requirement may still be able to arrange for credit by getting special permission from their academic Dean.

Students may earn from 1 to 18 academic credits. Credit arrangements vary among departments. **University policy does not allow more than 18 of the minimum 120 graduation credits to be associated with a field experience. This includes any course registered under a 298, 398, or 498 course number.** The Faculty Senate requires all students to register for Practicum numbers for all credit. (Senate Document 82-040). The choices are:

**1. Department Practica:**

Most academic departments offer one or more practica under course numbers 298, 398, 498. All 298 numbers are mandatory Pass/Fail; higher numbers may be Pass/Fail or graded by department choice. Departments specify the number of credits available, up to a maximum of 15 per semester or 14 for summer. The faculty sponsor must be a faculty member of the department they are authorizing credits for. Semester credits are registered by the department.

**2. University Practicum 298Y:**

University Practicum 298Y credit is non-departmental. It applies toward graduation credit, but **does not** satisfy University General Education requirements and **does not** normally satisfy departmental requirements. UMass 298Y is a mandatory Pass/Fail course. Semester credits are registered by Career Services.

The faculty sponsor(s) must assign the course number(s). A faculty signature is required for each course number assigned.

Summer and Intersession credits are registered through Continuing Education. Registration materials will be given by the Field Experience representative when the Academic Contract is submitted. Payment must be made directly to Continuing Education, is calculated on a per credit basis, and is subject to Continuing Education deadlines.