# **Tips and Tricks for Setting up Internship Learning Contracts**

* **Start early!** If you want to start an internship for a specific quarter, you should start working on it at the beginning of the previous quarter (except fall internships, which should be planned in previous spring quarter). If you’re not sure where to start, meet with an Academic Advisor!
* **Use your available resources!** There are helpful links and resources available on the Evergreen web page for Individual Study and Internships: <http://evergreen.edu/individualstudy>. These resources include listings of available internships, deadlines, general guidance, and other requirements you need to satisfy for a successful internship learning contract.
* **Become familiar with the Individual Study Contract system!** To register your internship for credit, you need to use the Individual Study Contract system accessed via your my.evergreen.edu page. The system is a relatively straightforward electronic form and you can follow the prompts to create the learning contract.
* **Know your approvals!** For an Internship Contract, you will need to get several approvals. At minimum, you will need approvals from your faculty sponsor, field supervisor at the internship site, and from the Deans’ Office for submitted Site Agreements and Student Waivers. If you’re using other campus resources, you may also need approvals from places like the Writing Center, Media Services, or others. Once you have drafted your contract and submitted it for approval, you can see exactly which approvals you have obtained and which you are waiting for.
* **Monitor your contract!** You may get feedback from your sponsor, field supervisor, or another office on campus. Check back on your contract frequently to make sure you see and can respond quickly to all feedback.
* **If you’re confused, ask for guidance!** In some cases, you may feel that you are “stuck” in the process. If you ever feel that the contract you’re developing is not progressing or moving along as expected, please contact us at individualstudies@evergreen.edu! We’ll let you know what the next steps are.

# **Common Stumbling Blocks / FAQs**

Below are some of the common problems that we troubleshoot in the Deans’ Area. If you have questions beyond these, please contact our office at individualstudies@evergreen.edu or 360-867-6810.

**When I try to add my faculty sponsor, I can’t find them in the system!**

There are two main reasons that students run into this problem. The first is that the faculty sponsor has not yet undergone a short training session that is required to become an approved sponsor. The second common reason is due to a misspelling of the sponsor’s name. If you have difficulties and you believe the faculty member *should* be an approved sponsor, try entering in only the first letter of their last name. This will pull up a list of all approved sponsors with the same last initial. Simply scroll down and select the right one!

**Why can’t my sponsor see my contract?**

Your sponsor can’t see your contract until you share it with them. To do so, go to the contract summary screen and find the button that says “Share Contract.” You can then send the contract to your sponsor with a short note. This places your contract in the “Collecting Feedback” stage.

**Why can’t my sponsor approve my contract?**

The most common cause for this issue is that your contract is still in the “Collecting Feedback” stage. Once you are ready to seek approvals, go to the contract summary page and find the button that says “It’s ready for approval.” Clicking this button will mark your contract as ready for approval and allow all relevant approvers to sign off on the contract.

**My Field Supervisor can’t seem to sign off on the contract electronically. What do I do?**

First make sure that your contract has been marked as ready for approval, as described above. If your contract is in the “Getting Approval” stage but some technical issue prevents your Field Supervisor from registering their approval, there is a workaround. Click into the contract and press the “Print PDF” button at the top of the page to download a PDF version of the contract. Your Field Supervisor can print and sign a paper copy and then turn it into the Deans’ Area.

**I am totally lost and don’t know what’s going on. What should I do?**

Contact either Academic Advising or the Deans’ Area and we will see where you’re at and what you need to do next. We are here to help you

# **The Stages of the Learning Contract System**

Once you have started developing your contract in the Individual Study Contract system, the contract goes through several distinct stages. This page will tell you what the stages of the contract are and how to progress between them. To start developing your contract, navigate to <http://my.evergreen.edu> and find the link labelled “Individual Study Contracts” under the “Students” heading. If you have previously drafted contracts, you will see them in a list, with the “status” box indicating which stage the contract is currently in. Otherwise, you will only see a box that says “Create New Contract” with the option to select the Term and Title of the contract. As a heads up: the title of the contract goes on your transcript, so please be sure that it is professionally written!

1. **“Defining Contract”** – This is the first stage in the system for the contract creation process. In this stage, you enter in the major details of the contract, such as the amount of credits you are seeking, your background with the subject matter, your learning objectives, your sponsor and field supervisor information, and the contract description. Once you have entered in all of the required information, you will be returned to the Contract Summary page. You can check for completion in each sub-section by seeing whether the boxes have been checked on the summary screen. If you’ve completed everything, you can move on to the next stage of the contract by clicking the “Share Contract” button in the next box down, “Collecting Feedback.”
2. **“Collecting Feedback”** – This is the second stage of the contract creation process. As mentioned above, you reach this stage by sharing the contract with your sponsor and field supervisor using the “Share Contract” button. Some faculty also prefer you to let them know separately once you have shared the contract with them. While you are in this stage, your faculty and any other reviewers will provide feedback on your contract and let you know if you need to make any edits. Please be sure to check back regularly on your my.evergreen.edu page to see if there’s any new feedback! When you are ready to move forward with your contract, press the button that says “It’s Ready for approval!” Note: Once you have marked the contract as ready for approval, the contract will be locked for editing. Try to make sure that you have everything professionally written and that you have incorporated all feedback before moving on.
3. **“Getting Approval” –** You reach this stage by marking the contract as ready for approval, as described above. In this stage, you need to get approvals from everyone listed on the Contract Summary screen. For internships, this will include, at a minimum, your faculty sponsor and internship field supervisor. Other approvals may apply depending on the nature of the contract. You will want to monitor this page frequently to check on your approvals. Don’t assume that everything is done just because you’ve submitted your contract for approval! Sometimes, more effort is required on your part to make sure all the approvals come in successfully and in a timely manner. The Deans’ Area may be able to help you out if you have difficulties with certain approvals being registered on the contract.
4. **“Needs Student Acceptance” –** Once you have obtained all of the required approvals, you need to go back into the system to accept the contract. This is a required step because your approvers can conditionally approve your contract, and you must accept these conditions before the contract can move on to registration. For example, if in your contract you indicate that you will need studio or lab space for three nights a week, the approver from these areas can accept on the condition that you will only get two nights per week. More broadly, this stage is your last chance to look over *everything* on the contract to make sure it looks right.
5. **“Registering” –** In this stage, your contract will be sent to the Registration office for final review and registration. Once your contract has reached this stage, you are done with the contract system! Congratulations!

**If you have any issues or concerns at any stage in this process, please contact the Academic Deans’ office at** **individualstudies@evergreen.edu** **or 360-867-6810!**