



Experiential Learning Site Approval Form

To be completed by student

Student Information

First Name _____ Last Name _____

ID _____ Phone _____ Chapman Email _____

Term _____ Year _____ Subject _____ Course # _____ Credits _____

Faculty Advisor _____ Faculty Advisor Department _____
Faculty Advisor will review and approve student's application online

To be completed by student with Site Supervisor

Experiential Learning Site Information

Site Name _____

Website _____ Phone _____

Address _____

City _____ State _____ Zip Code _____

Does your organization require a Registration Verification Letter for this position? Yes No

Site Supervisor Information

Supervisor Name _____ Supervisor Title _____

Supervisor Email _____

Position Information

Start Date _____ End Date _____

Hours Per Week _____ Total Hours _____

Compensation Paid Unpaid Other Compensation

Position Responsibilities and Tasks

Once this form has been completed and signed by the Site Supervisor, the student must upload a scanned copy of both sides of the completed form to the Chapman University Internship Portal.



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Training

Resources Provided by the Site to Complete Duties

Ex: e-mail, ShareDrive, software

Frequency, Mode and Method of Supervision/Feedback from Site Supervisor

Ex: meet in person once a week, keep daily log of activities, e-mail supervisor daily

To be completed by Site Supervisor

Experiential Learning Site Agreement

Experiential Learning Site agrees to the above described job responsibilities and will provide training and consultation in order to achieve the described objectives. Consistent with the learning objectives, the Experiential Learning Site will provide an orientation concerning organizational policies and procedures, meet with the student regularly and, using forms provided by the University at the end of the term, provide a written evaluation of the student. The Experiential Learning Site agrees to promptly and thoroughly investigate any complaint by a student of unlawful discrimination or harassment involving employees or agents of the Experiential Learning Site, to take prompt and remedial action when discrimination or harassment is found to have occurred, and to promptly notify the University of the existence and outcome of any complaint of harassment by, against, or involving any student. The Experiential Learning Site shall be fully liable for any unlawful discrimination or harassment that is found to have occurred by its employees or agents. In accordance with the Family Educational Rights and Privacy Act (FERPA), the Experiential Learning Site understands that the information submitted by the University is confidential and shall be used only for the purposes necessary for this experiential learning position. The Experiential Learning Site agrees to permit site visits by the Career and Professional Development staff within 14 days of Chapman University's request for such site visit. The Experiential Learning Site understands that the information shall only be made available to individuals having a need to know in order to fulfill the purposes of the position, and the Experiential Learning Site will not discuss or disclose this data with any third party outside of the purposes stated in this agreement, unless required to do so by law. The Experiential Learning Site understands that failure to comply with the requirement not to release information, except for the sole purpose stated above, will constitute harm to the University and the student and will result in cancellation of this agreement. In accordance with the Family Educational Rights and Privacy Act (FERPA), the Experiential Learning Site understands that the information submitted by the University is confidential, shall be used only for the purposes necessary for this internship, and shall not be re-disclosed to any third party without the consent of the student.

Site Supervisor Signature _____ Date _____

Handwritten and electronic signatures accepted. Typed names will not be accepted as signatures.

Once this form has been completed and signed by the Site Supervisor, the student must upload a scanned copy of both sides of the completed form to the Chapman University Internship Portal.