



Career Development & Experiential Learning

# Learning and Reflection Agreement

Employer Information:	Student Information:
Name:	Name:
Department:	Student Number:
MUCEP Grant Number:	Major:
Email:	Email:
Tel:	Tel:

Semester:  Spring                       Fall                       Winter  
Year: 201\_                      Hours: \_\_\_\_\_

The purpose of this agreement is to encourage students to actively reflect on and identify the *transferable skills* they have gained as a result of their MUCEP experience. Students are encouraged to reflect on their learning throughout their MUCEP position as they develop skills. This reflection process may be enhanced by individual/group discussions or by keeping a journal/log of learning experiences. However, ultimately this Learning and Reflection Agreement must be discussed, completed, and submitted as the final aspect of the MUCEP placement. For more information on reflective learning please contact Kathleen Wall @ 864-3445.

Completion of this agreement is a **mandatory** aspect of the MUCEP program and it must be returned to Career Development & Experiential Learning by the last day of class in the current semester.

**PLEASE NOTE: DO NOT RETURN FORM UNTIL THE END OF THE SEMESTER WHEN ALL SECTIONS ARE COMPLETED.**

### **Section 1:**

To be completed by the student at the beginning of the placement; and approved by the employer by the end of the first week of the MUCEP position. This includes:

- What specific tasks or activities will be completed by the student to demonstrate the development of these skills?
- What skills will be developed or enhanced by the student?
- For examples of skills and tasks related to MUCEP see:  
[http://www.mun.ca/cdel/career\\_faculty/MUCEP\\_Skills\\_Tasks.pdf](http://www.mun.ca/cdel/career_faculty/MUCEP_Skills_Tasks.pdf)

### **Sections 2 & 3:**

To be completed by the student at the end of the placement. This includes:

- Did the student develop and/or enhance the abilities outlined in Section 1 through his/her MUCEP experience? How will the student apply this learning?

### **Section 4:**

Both the student and employer must sign the agreement at the beginning of the placement *and* once the placement is finished.

Start of MUCEP: Sections 1 & 4  
End of MUCEP: Sections 2, 3 & 4

	<b>Section 1:</b> (Beginning of MUCEP Position)		<b>Section 2:</b> (End of MUCEP Position)
	<b>Tasks/Activities</b>	<b>Skill Development</b>	<b>Student Comments</b>
1.			
2.			
3.			
4.			
5.			
6.			

### **Section 3:**

To be completed by the student at the end of the placement.

A) List any career interests that may have emerged/became solidified as a result of this MUCEP position.

B) Please describe the skill that was most enhanced for you as a result of this MUCEP position and why.

C) How will you apply this new or enhanced skill to your next employment opportunity?

## **Section 4:**

- Please sign at the beginning of the placement to certify that both employer and student have discussed and agreed upon the *placement objectives and duties*.

**Employer**  
**Signature:** \_\_\_\_\_

**Student**  
**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Date:** \_\_\_\_\_

- Please sign at the end of the placement to certify that both employer and student have reflected upon and discussed the *placement experience*.

**Employer**  
**Signature:** \_\_\_\_\_

**Student**  
**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Upon completion of this agreement by the last day of class in the current semester:**

- Photocopy the agreement for the student
- Photocopy the agreement for your records
- Return to the attention of:  
**Ms. Kathleen Wall, MUCEP Coordinator**  
Career Development & Experiential Learning  
Smallwood Centre, UC-4001A  
Fax:(709) 737-2437

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