

ISWEP Learning and Reflection Agreement

Employer Information

ISWEP No.: _____ Department: _____

Supervisor: _____ Email: _____ Telephone: _____

Year: _____ Semester: _____ Hours (40 or 80): _____

Student Information

Name: _____ Student Number: _____

Email: _____ Declared or undeclared: _____

If declared, academic program: _____

- The purpose of this Learning and Reflection Agreement is to encourage students to actively reflect on and identify the transferable skills they have gained as a result of their ISWEP experience.
- Completion and submittal of this Learning and Reflection Agreement is **mandatory**. It must be submitted online by the end of the semester.
- Submittal of the Learning and Reflection Agreement form is a significant factor for the allocation of future ISWEP funding.
- Section 1 of the Agreement: must be completed by the student (in consultation with the employer) by the end of the first week of the ISWEP position. In this section, the student will check which skills they will most likely develop/enhance as a result of this ISWEP position. In addition, the student will check any additional skills they are interested in developing/enhancing. For examples of information on the skills and competencies, please visit:
http://www.mun.ca/cdel/jobs_for_students/ISWEP/ISWEP_Skills_Tasks.pdf
- Sections 2 and 3 of the Agreement: must be completed by the student in consultation with the employer at the *end of the placement*. In this section, the student will comment on the skills developed and/or enhanced through their ISWEP experience. The student will answer reflection questions aimed to foster self-awareness of strengths.
- Section 4 of the Agreement: must be completed at the end of the placement. In this section, both the student and the employer sign and date the Agreement.

(The information on this form is collected under the authority of the Memorial University Act (RSNL 1990 Chapter M-7) and is used for the purposes of program administration. Questions about this collection and use of personal information may be directed to the Associate Director's Office, Student Life, 864-8312.)

Section 1: (To be completed in week 1)		Section 2: (To be completed at end of semester)
Skills (Adapted from Employability Skills 2000+, The Conference Board of Canada)		Student Comments/Personal Insights
Fundamental Skills		
Communication		
Management of information		
Researching and using numbers		
Analytical thinking and problem solving		
Adaptability		
Personal Management Skills		
Demonstration of positive attitudes and behavior		
Continuous learning		
Being responsible		
Working safely		
Teamwork Skills		
Working with others		
Project participation		
Other Skills		

Section 3:

a) What activities did you seem to pick up/learn most rapidly?

b) Which activities gave you the most satisfaction?

c) Of all the duties that you did well, what did you feel you did best?

d) How will you apply this work experience and the corresponding skills developed to your academic learning?

e) Are there any goals or career interests that have emerged or have become solidified for you?

Section 4:

Employer Signature

Student Signature

Date

Date