



# SWASP Learning and Reflection Agreement

## Employer Information

Department: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Email: \_\_\_\_\_ Telephone: \_\_\_\_\_

Year: \_\_\_\_\_ Semester: \_\_\_\_\_ Hours (100 or 260): \_\_\_\_\_

## Student Information

Name: \_\_\_\_\_

Student Number: \_\_\_\_\_ Email: \_\_\_\_\_

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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 SWASP experience. Students are encouraged to reflect on their learning throughout their SWASP 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 SWASP placement.

Completion of this agreement is a **mandatory** aspect of the SWASP program and it must be returned to Career Development 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 SWASP 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 SWASP see:  
<https://www.mun.ca/student/media/playgrounds/files/Student%20Success%20Competencies.pdf>

### Sections 2 and 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 SWASP 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.

	<b>Section 1 Beginning of SWASP Position</b>		<b>Section 2 End of SWASP Position</b>
	<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 SWASP position.

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

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

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**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 discussed and agreed upon 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, and
- return to the attention of:

**Mher Mardoyan**

**On-Campus Employment Coordinator**

Career Development, UC4002A

Email: [mmardoyan@mun.ca](mailto:mmardoyan@mun.ca)

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