



College of  
Arts & Sciences

**Learning Agreement**  
**HA&A 1900: Architectural Studies Internship**

**I. Student's Name** \_\_\_\_\_ PeopleSoft# \_\_\_\_\_  
Total Credits Earned (to date) \_\_\_\_\_ Major \_\_\_\_\_ GPA \_\_\_\_\_  
Local Phone \_\_\_\_\_ E-mail \_\_\_\_\_

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**II. Company/Organization Name** \_\_\_\_\_  
Supervisor's Name & Title (Please Print!) \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone \_\_\_\_\_ FAX \_\_\_\_\_ E-mail \_\_\_\_\_

**Describe the responsibilities of the intern and what he/she will learn.**

**Describe how you will supervise and evaluate the intern. How often will this be done?**

Note: We will send an evaluation form to be completed during the intern's placement.

Hours per Week \_\_\_\_\_ Dates of Internship \_\_\_\_\_

**Supervisor's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

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**III. Faculty:** List the requirements for the academic component of the internship. Include the learning objectives the student for which the student will be responsible. The number of credits is based on the academic work.

The student is to complete a journal or paper detailing his or her responsibilities on a weekly basis and a description of the projects with which the intern was involved. This paper should include a discussion of how the intern's tasks contributed to  
**(OVER)**

the general functioning of the firm and any observations about the projects and operations of the organization as a whole. The student must also include copies of any work or projects that were completed during the internship. This paper is to be turned in at the end of the term to Drew Armstrong for an evaluation. It, along with the intern evaluation form completed by the site supervisor, will be taken into consideration when determining the grade for the course. The internship will be graded either satisfactory (S) or not-satisfactory (N).

**Number of Credits for the Internship:** 3                      **Term:** \_\_\_\_\_

**Other Credits Student Is Earning This Term (maximum of 18 total credits per term without special permission)**

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**Mutual Terms and Conditions:**

Reporting of Sexual Violence and Sexual Harassment. The student shall report any incident that occurs at the placement site, in which a student is a victim of sexual assault, dating violence, domestic violence, stalking or sexual harassment, to the University's Title IX Coordinator, Office of Diversity and Inclusion 412-648-7860 titleixcoordinator@pitt.edu.

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**Faculty Sponsor Name:** Drew Armstrong                      **Department:** Architectural Studies Program

**Faculty Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Campus Address:** 104 Frick Fine Arts Building, University of Pittsburgh, Pittsburgh, PA 15260

**Phone** 412-648-2402                      **Email** cda68@pitt.edu

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**IV. Student's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_