

COMM 4982: Research Practicum in Communication Student-Supervisor Contract

Instructions

At the beginning of the semester, students should complete **Part I: Contract** on the following page. Students may complete this form by downloading it as a Word document and typing directly into it or printing it and filling the information in by hand (please print neatly). Once the student has completed the top portion of the form, the student and supervisor should sign and date where noted, which indicates both parties understand and agree to the terms of the contract. Once the contracts have been signed, make **three copies**: one for the student, one for the supervisor, and one for the coordinator.

NOTE: If the student and supervisor agree to sign the contract electronically, each party should keep a copy for their own records and the student should email a copy to the Practicum Coordinator (sara.stifano@uconn.edu). The supervisor **MUST** be included on the email to ensure transparency.

Once the agreed-upon tasks have been completed, the student should contact the supervisor to complete **Part II: Evaluation of Hours Completed** on the following page. This section specifies how many of the contracted hours the student completed satisfactorily. The student and supervisor should then sign and date this section, keep a copy for their records, and provide a copy to the coordinator.

If, at any point during the semester, the student and supervisor wish to make changes to the original contract, they may complete and submit **Part III: Addendum** to the coordinator and keep a copy for their records.

COMM 4982: Student-Supervisor Contract

PART I. Contract.

Student Name:

Supervisor Name:

Project Title or Brief Description:

The parties noted above agree that the project listed above will be conducted during the Fall/Spring semester (circle or highlight).

The student will perform the following **tasks** by the **deadlines** specified. If all tasks listed have the same deadline, that deadline can be listed only once. If tasks listed have different deadlines, please list the deadline next to the task to be completed:

The **estimated total number of hours** to complete these tasks is: _____ (not to exceed 25).

Student Signature & Date

Supervisor Signature & Date

PART II. Evaluation of Hours Completed.

Number of hours completed satisfactorily: _____

Number of hours completed unsatisfactorily: _____

Student Signature & Date

Supervisor Signature & Date

PART III. Addendum.

The parties listed in Part I agree that the contract will be altered as follows:

Tasks and associated deadlines:

Estimated number of hours to complete these tasks: _____ (not to exceed 25)

Student Signature & Date

Supervisor Signature & Date