



**SOUTH SEATTLE
COLLEGE**

One of the Seattle Colleges

**Bachelor of Applied Science in
Sustainable Building Science
Technology Training Agreement
& Learning Objectives Contract**

6737 Corson Ave, Bldg C ♦ Seattle, WA 98108
Phone: (206) 934-6783 ♦ Fax: (206) 934-7949

STUDENT INFORMATION

Name:		Student ID Number:	
Address:		City, State, Zip:	
Phone:		Email:	

I agree to work as shown below and to uphold the commitment of hours and service I establish in my partnership with the sponsoring employer. I will work toward the established learning objectives as outlined in this contract and I will keep my faculty mentor informed of any changes in my work or school status. I realize that if placed in a paid internship position by the college, I am not able to file an unemployment claim against my employer at the end of the placement.

In addition, I hereby release the Seattle District of Colleges, its officers, employees, and agents from and against any and all claims or damages arising out of or in connection with the Internship Program and participation therein.

Student Signature: _____

Date: _____

EMPLOYER INFORMATION

Company Name:			
Supervisor Name:		Title:	
Address:		City, State, Zip:	
Phone:		Email:	
Is this position paid?		Wages per Hour:	
Start Date:		End Date:	

The employer is responsible for determining the student's eligibility to participate in an internship which includes background verification. The employer reserves the right to discharge the student for just cause. However, if a problem arises after the student secures an internship, the college requests that the employer consults with the student and their faculty mentor prior to such action. The school may also terminate the agreement if the training site no longer accommodates educational requirements after due consultation with the employer and student. Appropriate safety instruction will be provided by the employer. The employer shall evaluate the student on a form provided by the college at the end of the student's internship. The employer will comply with Federal and State Labor and Industry regulations and will not reduce or replace the hours of any regular employee at the worksite. The above employer does not discriminate on the basis of race, color, religion, national origin, gender, sexual orientation, age, marital status, or disability.

In addition, the employer indicated above agrees to waive any and all claims that may arise against the Seattle District of Colleges, its officers, agents, or employees in connection with the Internship Program and participation therein.

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Supervisor Signature:**Date:**

FACULTY APPROVAL

I give the above student permission to participate in an internship and agree to be their mentor. I will work with the student and the site supervisor to define learning objectives. I will contact or visit the internship site at least 1 time per quarter to determine the student's progress and address any questions or concerns as they arise.

Faculty Signature:**Date:**

PROGRAM LEARNING OUTCOMES

The core education requirements of the BAS degree in Sustainable Building Science Technology are designed to fulfill a set of desired 21st century learning outcomes for the education of a Sustainable Building Science Technology undergraduate in the United States. The program learning outcomes include:

- 1) **Systems** - Understand all operation and systems unique to sustainable buildings (old and new)
- 2) **Analysis** - Analyze, define and validate solutions
- 3) **Project management** - Deliver solutions from analysis
- 4) **Communications** - Utilize effective communication forum and techniques to facilitate all aspects of sustainable building management. Read, write, present.
- 5) **Leadership** – Develop and lead a team of various personalities and skills
- 6) **Team skills** - Work in a team and know how to collaborate, build functional work groups and take responsibility for outcomes
- 7) **Critical thinking** - Be able to anticipate, identify, troubleshoot, analyze, solve problems and lead a project
- 8) **Business skills** – Accounting, budgeting, real cost/return on investment, cost effectiveness and life cycle cost
- 9) **Technical (building)** – Measure, diagnose and understand building system interactions and summarize results in order to compare to standards or specifications.
- 10) **Operations and maintenance** – Understand and analyze building profiles and identify opportunities for improving performance
- 11) **Planning and design** - Calculate, develop and understand codes and standards for construction of sustainable energy efficient buildings
- 12) **Construction** – Understand components and drive the process of quality construction including safe work environments, documentation, contractors/sub-contractors, building options and inspection
- 13) **Building science principles** - Demonstrate working knowledge of building science/building physics/operating principles and their relationships to each other across disciplines
- 14) **Financial skills** - Ability to prepare project budget, cost estimate, cost benefit analysis
- 15) **Computer skills** - Demonstrate proficiency with MS Word, Excel, PowerPoint, electronic communication and other widely accepted software with specific intention of acquiring the ability to collect and analyze commonly available instruments, such as power analyzers, thermal imager and HVAC equipment.
- 16) **Social value ethics and need** - Create and maintain a professional environment based on values and ethics.
- 17) **Data management** - Use computer programs used in building industries and quality assurance to make fact based decision

LEARNING OBJECTIVES

Washington State requires all students who register for internship credits to develop a set of measurable learning objectives. Learning objectives refer to a set of statements that clearly describe a result to be accomplished during the student's internship experience and should be tied directly to the program learning outcomes. The learning objectives that you outline should be specific, reasonable, achievable, and measurable goals. Types of appropriate learning objectives can be developed in the following areas:

- **Career-Oriented Objectives:** These relate to your career goals.
 - **Example:** "I would like to learn about various career paths in managing sustainable buildings and what I need to do to get promoted."
- **Skills Acquisition Objectives:** These relate to developing new on-the-job skills or learning new tasks or ideas.
 - **Example:** "I have never used Microsoft Project Planner before. My goal is to become competent in using this software on a real project."
- **Skills Application/Development Objectives:** These relate to improving or developing your current skills.
 - **Example:** "I am currently a Building Engineer. My goal is to learn and apply sustainable building techniques to my current workplace environment."
- **Human Relations Objectives:** These relate to improving communication and interpersonal skills which can create a more positive environment.
 - **Example:** "I will improve my ability to effectively communicate the principles of Sustainable Building Technology to senior management."

EXAMPLE OF AN ACCEPTABLE OBJECTIVE STATEMENT:

- **Objective:** "I would like to learn how to develop and implement a professional sustainability operations plan."
- **Actions:** "(1) I will find and analyze case studies and their sustainability operations plans to see what is involved; (2) I will attend department meetings and report on my findings."
- **Result:** "I will know I completed this objective when I can identify the key components of a sustainability operations plan and I can articulate the process to my Facility Manager or Building Operations Director or Sustainability Director."
- **Importance:** "This objective is important to me because I would like to train and manage the operations crew in sustainable practices."
- **Program Learning Outcomes:** "Upon meeting my goal I will have achieved program learning outcome # 4, 5, 6, 11, and 13".

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OBJECTIVE #1

What is your objective/goal? In other words, what would you specifically like to know or be able to do by the end of your internship?

What will you do to accomplish this goal? (provide 2 specific actions)

1.
2.

How will you and others know you've accomplished your goal? Be specific.

Describe why this objective is important to you?

What program learning outcome(s) does the proposed objective meet? (refer to the "program learning outcomes" section on page 2)

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OBJECTIVE #2

What is your goal? In other words, what would you specifically like to know or be able to do by the end of your internship?

What will you do to accomplish this goal? (provide 2 specific actions)

1.
2.

How will you and others know you've accomplished your goal? Be specific.

Describe why this objective is important to you?

What program learning outcome(s) does the proposed objective meet? (refer to the "program learning outcomes" section on page 2)

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OBJECTIVE #3

What is your goal? In other words, what would you specifically like to know or be able to do by the end of your internship?

What will you do to accomplish this goal? (provide 2 specific actions)

1.

2.

How will you and others know you've accomplished your goal? Be specific.

Describe why this objective is important to you?

What program learning outcome(s) does the proposed objective meet? (refer to the “program learning outcomes” section on page 2)

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OBJECTIVE #4

What is your goal? In other words, what would you specifically like to know or be able to do by the end of your internship?

What will you do to accomplish this goal? (provide 2 specific actions)

1.
2.

How will you and others know you've accomplished your goal? Be specific.

Describe why this objective is important to you?

What program learning outcome(s) does the proposed objective meet? (refer to the “program learning outcomes” section on page 2)