**Learning Agreement Guidelines**

**and Grading Rubric**

**(Initial—Week 1 and**

**Final—Week 8)**

# Purpose

The purpose of this assignment is to help students individualize their practicums based on course objectives.

**Requirements:**

1. Review the Course Outcomes (COs) for NR632.
2. For each CO, in the Practicum Goals column, identify one to two broad goals using the S.M.A.R.T. model, related to the project, each related to the CO (Week 1).
3. For each goal in Column 2, in the Plans column, identify specific tasks related to the goals that can me measured for progress in Week 7 (Week 1).
4. In week 7, for each CO, goal, and set of plans, write a reflective summary of your progress (or lack of progress) in that area.

**Directions:**

For Week 1, complete the Learning Agreement with self-identified goals to meet COs and initial plans to meet those self-identified goals; review the TIPS document to help you and discuss your goals and plans with your mentor. Your mentor must sign the Learning Agreement for your Week 1 submission.

The agreement should be revised each week to reflect completed goals, additional goals, and changes to the plan dictated by the actual experience or revisions suggested by faculty or the mentor. At the end of the practicum experience, evaluate success with your mentor and obtain the mentor’s signature at the bottom of agreement. Save this form as a Word document and enter required information directly onto it; submit the completed Learning Agreement, signed by your mentor, on the Friday of Week 8. See the Learning Agreement Grading Rubric for grading details.

The Learning Agreement consists of three sections.

I. Student Learning Outcomes Table (Week 1)

II. Signatures approving plan (Week 1)

III. Signatures and mentor verification (Week 8)

**Due Dates:**

1. Initial signed Learning Agreement \ submitted by 11:59 p.m. MT, Sunday at the end of Week 1
2. Mid-CGE completed signed Learning Agreement submitted by 11:59 p.m. MT, Saturday of Week 8

**A minimum of 72 hours practicum experience is required by the end of NR632.**

**If the 72 hours are not completed by end of term, you will receive a grade of “I” and not be able to graduate until completed.**

**Total Points: 50 (25 points each week; Weeks 1 and 8)**

**Assignment Criteria: Week 1**

|  |  |  |  |
| --- | --- | --- | --- |
| **Category** | **Points** | **%** | **Description** |
| Measurable goals developed for each CO | **10** | **40%** | For each CO, the student created measurable goals related to the CGE project and/or attainment of nurse executive competencies. |
| Plans to meet each stated goal specified | **10** | **40%** | For each goal, the student created plans and tasks that describe how the student will accomplish the stated goal. |
| Student and mentor signatures present | **5** | **20%** | Both the student and the mentor acknowledged reviewing the Learning Agreement in a format acceptable to the course instructor. |
|  | **25** | **100** | **A quality assignment will meet or exceed all of the above requirements.** |

**Assignment Criteria: Week 8**

|  |  |  |  |
| --- | --- | --- | --- |
| **Category** | **Points** | **%** | **Description** |
| Narrative summary of progress for each CO present | **20** | **80%** | For each CO, the student provided a narrative summary of his or her progress toward meeting the goal. There is no penalty for not meeting a stated goal. Points are only deducted if no summary is provided for a CO category. There is a 2-point deduction for each CO category not addressed. |
| Student and mentor signatures present | **5** | **20%** | Both the student and the mentor acknowledged reviewing the Learning Agreement in a format acceptable to the course instructor. |
|  | **25** | **100** | **A quality assignment will meet or exceed all of the above requirements.** |

**Grading Rubric**

**Week 1**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Week 1**  **Assignment Criteria** | Exceptional  (100%)  Outstanding or highest level of performance | Exceeds  (88%)  Very good or high level of performance | Meets  (80%)  Competent or satisfactory level of performance | Needs Improvement  (38%)  Poor or failing level of performance | Developing  (0)  Unsatisfactory level of performance |
| **Content**  **Possible Points = 25 Points** |  |  |  |  |  |
| Develops measurable goals for each CO | **10 Points** |  | |  | **0 Points** |
| For each CO, the student creates measurable goals related to the CGE project and/or attainment of nurse executive competencies. |  | One or more COs do not have measurable goals developed. |
| Develops specific plans that detail how the student will attain the stated goal(s) | **10 Points**  For each goal, the student created plans and tasks that describe how the student will accomplish the stated goal. |  | |  | **0 Points**  One or more goals do not have plans or tasks associated with them. |
| Both student and mentor acknowledge reviewing Learning Agreement by placing signatures in appropriate signature spaces | **5 Points** |  | |  | **0 Points** |
| Both the student and mentor signatures are present. |  | Either the mentor or student signature is missing. |
| **Total Points** | | |  |  | **\_\_\_\_\_ of 25 Points** |

**Week 8:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Week 8**  **Assignment Criteria** | Exceptional  (100%)  Outstanding or highest level of performance | Exceeds  (88%)  Very good or high level of performance | Meets  (80%)  Competent or satisfactory level of performance | Needs Improvement  (38%)  Poor or failing level of performance | Developing  (0)  Unsatisfactory level of performance |
| **Content and Format Possible Points = 25 Points** |  |  |  |  |  |
| Narrative summary of progress for each outcome is present | **20 Points**  For each CO, the student provided a narrative summary of their progress toward meeting the goal. There is no penalty for not meeting a stated goal. Points are only deducted if no summary is provided for a CO category. |  | |  | **0 Points**  One or more goals do not have a reflective summary evaluating progress or lack of progress toward meeting plans and goals. |
| Both student and mentor acknowledge reviewing Learning Agreement by placing signatures in appropriate signature spaces | **5 Points** |  | |  | **0 Points** |
| Both the student and mentor signatures are present. |  | Either the mentor or student signature is missing. |
| **Total Points** | | |  |  | **\_\_\_\_\_ of 25 Points** |