Air University Civilian Associate Degree

Supervisor/Student Learning Agreement

Dear Supervisor,

Your employee, _____, is applying for admission to the Air University Civilian Associate Degree program, managed by Air University and taught online by the Force Support Professional Development School of the Ira C. Eaker Center for Professional Development. This degree program consists of online learning enhanced by a series of interactive learning projects to be conducted within the student's work environment. The program delivers to the organization an employee who is actively improving their skills in areas critical for the work center, such as team building, problem solving, followership, leadership, conflict resolution, and Professionalism in the Air Force.

Webinar Attendance (check one)

This program has been designed with respect for the demands on each Airman's personal and professional time, as well as the demands faced by supervisors. However, it is a full academic program, and students must complete up to 15 hours per week of online webinars, readings and coursework. We encourage supervisors to provide time during duty hours, if mission permits, for students to attend the online webinars. If supervisors cannot provide time during the duty day, then the student may still participate during non-duty hours. Students may work with their academic advisor to select one of four webinar times that best accommodates the needs of the student and the work center. The other class requirements (approximately 10-12 hours each week of readings, videos, papers, projects, and discussion assignments) may be accomplished outside duty time or partially authorized as duty time by the supervisor in accordance with AFI 36-816, *Civilian Telework Program*, para 3.1.2.1 and 5.4.4, AFI 36-807, *Scheduling of Work, Holiday Observances and Overtime*, para 3.1.3, AFI 36-815, *Absence and Leave,* para 10.11, AFI 36-401, *Employee Training and Development,* para 1.10.

_____ **Attend webinar during duty time.** Due to the flexibility of the work center, student will be authorized to attend webinars during duty time. *(While there is the potential to change this at a later date based upon mission requirements, class options will be limited. Should issues arise, students must coordinate with Program Staff to identify alternate option.)*

_____ **Attend webinar off-duty or lunch hour with limited duty time for homework.** Due to changing/demanding mission requirements, student may not be guaranteed a full 3 hrs for webinars and/or guaranteed duty time at same time each week throughout program. *(Examples include: attending webinars in conjunction with lunch hour or other off-duty time such as the beginning or end of day, OR duty time allowed but varying weekly due to the nature of the mission (this option would be available only for coursework; students would be required to attend webinars during off-duty time.)*

_____ **Complete full program during off-duty time.** Due to mission requirements, student must complete all requirements during non-duty time.

Computer Access (please discuss)

Program staff recommend that students use a computer not on the AF network. Students at some bases will experience limited connectivity using certain required programs due to base firewall issues. Commercial connectivity (such as WiFi or broadband) from home or available base locations will be the optimal option for many students. For this reason, a personal computer, laptop or tablet with high speed connectivity is recommended; however, this is not a requirement to participate in the program.

However, because all coursework will be accomplished online, we require that students ensure access to either a government computer, a home computer, or another option such as the base library, education center, or other work centers. For base options, students should coordinate an agreement with that location to ensure computer availability during webinar times.

Mentor Support (check applicable option)

To build a direct link between learning and the work center, we are asking for mentoring support from you (or another leader within the supervisory chain) for the student throughout the program. In most courses, the student will be required to relate class learning to a practical work issue that can directly benefit your work center or organization. We found that mentoring with the student to discuss the week's curriculum and projects for about 15 minutes weekly was most effective.

___ I, the supervisor, will provide 15 minutes of mentoring each week to the student to support him/her in completing course requirements.

___ Due to mission requirements, I cannot fulfill the mentor requirements. However, I will coordinated with a civilian employee at a similar or higher-level of supervision to provide this mentoring throughout the duration of the program.

Your approval and support is essential to this program being a valuable experience for your employee and a benefit to the Air Force. Supervisors: Your signature indicates your understanding of the effectiveness of mentoring, access to a government computer, and availability of duty time each week for coursework as identified in this agreement. *Applicants:* Your signature indicates your understanding that obtaining access to a computer is primarily your responsibility and that you understand what amount of duty time is available to you to complete this program and are willing and able to do the full program, if necessary, on your personal off-duty time.

_____ _____ _____ _____
Supervisor Signature   Date   Applicant Signature   Date