

**Student – Client Contract**  
**Leadership Practicum – MGMT 414**  
Spring 2019

Student Name: Alyx Payne Student e-mail: martiz03@wwu.edu  
Client Organization: Bellingham Aviation Services  
Client Contact: Kathleen Melbo  
Client Contact e-mail and Phone #: kmelbo@bli-jet.com 360 676 7624

Course Learning Objectives that apply to this project:

- To have an effective experience practicing leadership, management and facilitation.
- To improve writing skills related to leading and managing in organizations.
- To effectively use course concepts and terms to diagnose leadership and to diagnose and improve your own leadership experience.
- To develop and practice skills necessary for effectively leading teams and projects.
- To understand the implications of diversity and ethics on leadership in organizations.
- To develop written, oral, and interpersonal communication skills as a leader.
- To practice professionalism in a business context.

Student's *Individual learning objectives* in addition to course learning objectives:

- To learn proper interview procedures and preparations
- To gain a better understanding by creating/implementing training materials

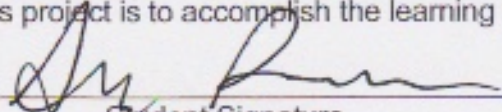
A brief description of the project:

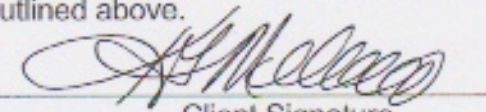
B.A.S. is hiring a wave of people for the busy season and the training handbook needs to be updated.

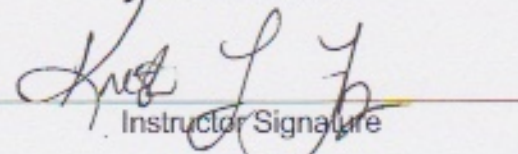
Specific Tasks Required for the project (attach a job description if needed):

Responsible for reviewing resumes, scheduling/participating in interviews, ~~also~~ creating updated training materials and implement procedures.

I agree to fulfill my role as outlined in this document. I understand that the overall objective of this project is to accomplish the learning objectives outlined above.

  
Student Signature

  
Client Signature

  
Instructor Signature

Note: By signing this contract, clients are agreeing to evaluate the quality of the student's project work.

Each party of this contract should retain a copy of this contract