

S A M P L E
LEARNING CONTRACT

PART I:

A. Name: _____ Social Security No.: _____

Campus Address:

Home Address:

(street)

(street)

(city) (state) (zip)

(city) (state) (zip)

(telephone)

(telephone)

Address while on internship:

(street)

(city) (state) (zip)

(telephone)

B. Internship Organization: _____

Address: _____

Telephone: _____

Name of Supervisor: _____ Position: _____

Your Position: _____

C. Faculty Sponsor/Advisor: _____

Department: _____

Address: _____

Telephone: _____

D. Credits to be awarded for internship: _____
(department) (course no.) (no. of credits)

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PART II: THE INTERNSHIP

- A. **JOB DESCRIPTION:** Describe in as much detail as possible your role and responsibilities while on your internship. List duties, projects to be completed, deadlines, etc., if relevant.
- B. **SUPERVISION:** Describe in as much detail as possible the supervision to be provided. What kind of instruction, assistance, consultation, etc., you will receive from whom, etc.
- C. **EVALUATION:** How will your work performance be evaluated? By whom? When?

PART III: LEARNING OBJECTIVES/LEARNING ACTIVITIES/EVALUATION

- A. **LEARNING OBJECTIVES;** What do you intend to learn through this experience? Be specific. Try to use concrete, measurable terms.

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B. LEARNING ACTIVITIES:

(1) On-the-Job: Describe how your internship activities will enable you to meet your learning objectives. Include projects, research, report writing, conversations, etc., which you will do while working, relating them to what you intend to learn.

(2) Off-the-Job: List reading, writing, contact with faculty sponsor, peer group, discussion, field trips, observations, etc., you will make and carry out which will help you meet your learning objectives.

C. EVALUATION: How will you know what you have learned, or that you have achieved your learning objectives? How do you wish to evaluate your progress toward meeting these objectives? Who will evaluate? When? How will a grade be determined? By whom? When?

PART IV: AGREEMENT

This contract may be terminated or amended by student, faculty sponsor or internship supervisor at any time upon written notice, which is received and agreed to by the other two parties.

Student Signature: _____ Date: _____

Faculty Signature: _____ Date: _____

Internship Supervisor: _____ Date: _____

(Copies of this contract should be distributed to all parties)