Internship Learning Contract

Complete at the beginning of internship. We encourage interns and supervisors to revisit this learning contract regularly during an internship. Modify this form as appropriate for your organization and internship.

Organization/Company Name: ________________________________________________

Internship Title: __________________________________________ Internship start date: _______________

Student/Intern Name: _______________________________________________________

Internship Supervisor’s Name: _______________________________________________

1. Internship Description: Describe the intern’s role. Identify primary responsibilities, expected work hours, and projects to be completed (including deliverables and deadlines, if appropriate).

 Intern’s signature: _________________________________________ Date: __________________

2. Supervision and Evaluation: How will the intern be supervised? Include a summary of training / assistance / consultation to be provided. How will the intern’s progress be evaluated, and how often?

 Supervisor’s signature: _____________________________________ Date: __________________

3. Learning Objectives/Goals: What can the intern expect to learn or develop through this experience? This may include goals identified by the student. How will the internship experience expand upon and/or inform the student’s academic work?

 Intern’s signature: _________________________________________ Date: __________

Supervisor’s signature: ________________________________ Date: __________

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