Smith College Internship Learning Contract
For Praxis-funded Interns

** For student and supervisor use only
No need to return to the Lazarus Center for Career Development**

To all Praxis-funded interns: Complete this with your supervisor within the first week of your internship. You do not need to send it to the Lazarus Center.

Please address the following areas on a separate sheet of paper:

1. **Job Description:** Describe in as much detail as possible your role and responsibilities while on your internship. List duties, hours, projects to be completed, deadlines, etc., if relevant.

2. **Supervision and Evaluation:** Describe in as much detail as you can the supervision to be provided. Include what kind of instruction, assistance, consultation, etc., you will receive, and from whom you expect to get it. Note when and how you will be evaluated and who will do it.

3. **Learning Objectives:** List what you intend to learn through this experience. Include the specific internship goals you established. Include projects, research, report writing, seminars, interviews, etc., that you will do while working, relating them to what you intend to learn and what you've learned in the classroom.

**Agreement:** This contract may be terminated or amended by intern or internship supervisor at any time upon written notice, which is received and agreed to by the other party.

Student’s Signature__________________________________________ Date ________________

Supervisor's Signature _________________________________________ Date ______________