

Internship Learning Agreement

For Credit-Bearing Internships

1. Complete this Learning Contract with your supervisor once you have accepted your internship.
2. Bring completed contract to your major, liberal arts, or concentration adviser for signature.
3. **Print to PDF** and save on your desktop. Upload the contract, with all required signatures, to your online application.

Name of Organization: _____

Supervisor Name: _____

Organization Address, City, State, Zip Code: _____

Phone: _____ Supervisor Email: _____

Supervisor Title: _____

Intern's Name: _____

Number of Hours (Interterm, 175 hours required; Summer, 220 hours required) _____

This internship is:

Paid If paid, confirm total compensation: _____

Unpaid

Is this internship taking place remotely? Yes No

With your supervisor, please provide written responses to the following:

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, editing, interviews, etc., that you plan to engage in, as well as any field-related skills or technical knowledge you hope to gain. Relate your Learning Objectives to your academic work so far and how you hope it will contribute to your future academic endeavors.

Student's Signature _____ Date _____

Supervisor's Signature _____ Date _____

Adviser's Signature _____ Date _____