



Tips for Creating the Learning Contract

The Learning Contract needs to be completed by week 3 of the semester.

- Think about why this field and/or this particular internship appeals to you.
- What are all the various things that make it interesting?
- What specific things would you like to try out?
- What skills do you bring to this experience that you'd like to improve on?
- *What do you want to know about the field that you can't easily learn from a textbook?*

Copying, filing, answering the telephone and other administrative tasks are part of most internships and they are important functions that everyone has to do at some point. However, your internship should not be mostly filing. Make this your experience and ask for meaningful responsibilities. **The better defined your learning goals, the better your experience will be.**

Some possible questions to ask the site supervisor in initial meeting:

- What will be my responsibilities?
- What exactly will I be expected to do?
- What kinds of things will I learn from this experience?
- What do you think makes a good intern?
- What kind of feedback and guidance will I get?
- Will I have an opportunity to _____?

Be sure to ask for specific things you'd like to learn, for example –

- "improve my writing and get feedback";
- "learn a new software program";
- "sit in on a client meeting"
- "observe/participate in a counseling session", etc.



Learning Contract Guidelines

The Learning Contract is a formal statement of what you intend to learn through your internship. It helps you focus on what you want to learn. The Contract is also used by your Faculty Supervisor for grading your overall experience. Clearly state your specific goals, duties and responsibilities you will have, conditions of supervisor, and how you want to be evaluated. This is a formal agreement between you and the site stating what your goals are and that the site agrees to support you in those areas.

Cover Page

- Complete the upper portion of the **Learning Contract Cover Page** with all contact information etc.
- Staple the cover sheet to the front of your Final Learning Contract, have your Faculty Supervisor and Site Supervisor read your Learning Contract and then sign and date the cover sheet. **Remember to submit this completed original to the Office of Global and Career Services.**

Introduction

- Identify the **internship site address and type of business.**
- State your **work schedule.**
- Identify the **job title (or role) you will hold, the department, and your specific responsibilities.**

Learning Goal/Evaluation

Identify at least **three (3) specific learning goals** and **how you will be evaluated on your progress.**

1. **Skills:** The skills can be **new skills** you've never tried such as operating a TV camera, filling out an arrest report, or creating an employee retirement program. Or they can be **existing skills** you would like to improve on such as expand business writing vocabulary, improve presentation skills, or apply creative abilities.
Please address the following regarding each of the skills you identify. Remember that each skill should be specific, measurable, and realistic.
 - a. Explain fully **why these goals are important to you** and **how they relate to your career goals.**
 - b. Describe your **current level of knowledge/ability** for each goal. Where are you now and how much do you expect to improve?
 - c. Describe fully **how you will work on your goal.** Identify your learning activities and how your job tasks will relate directly to working on your goals.
2. **Evaluation:** Please address the following with regards to each of the above goals:
 - a. Describe **how you will track your progress throughout your internship.** You must determine how you and your supervisors will determine if you are accomplishing your goals and fulfilling your responsibilities. (Journal/portfolio/personal observation/supervisor feedback?)
 - b. Explain **specifically how you will demonstrate your progress at the end of the internship.** What criteria will be used to grade and review your work? If there are no exams, class work, etc., how will you show what you have accomplished? (Portfolio, "test" given at site, specific examples from journal, etc.)
 - c. How will you **demonstrate your understanding of the importance of problem solving or critical thinking?** Will you ask questions? Consider alternative approaches?

Supervision

- **Site Supervisor:** Discuss the job responsibilities you agreed upon with your Site Supervisor and how often you plan to meet and what you will review. What kind of feedback would you like?
- **Faculty Supervisor:** State how often, where and when you will meet, and what you will review. Describe how you and your Faculty Supervisor will work together to determine the progress you are making toward achieving your goals and where you stand from a grade perspective.