



## UNIV 297: Summer Internship

### Learning Contract

*2 copies due to faculty sponsor*

*1 copy due to internship host*

Writing a good learning contract is crucial to your preparation for your internship this summer. The contract is meant to describe your project in detail, outline your goals for the internship experience, and explain how you will be evaluated for the project. You and your faculty sponsor will work together to develop this agreement, and the decisions that you make together about preparatory work and evaluation will form the basis for your grade in UNIV 297.

Though you and your faculty sponsor are co-signers of this agreement, it is important to share a copy of your learning contract with your internship host prior to beginning your internship: *you are required to submit a physical or electronic copy to your host in addition to the copies owed to your faculty sponsor.*

The five categories listed below must be covered thoroughly. Your faculty sponsor will not sign your learning contract until he or she feels satisfied that you have met the necessary requirements.

#### **I. FACTUAL INFORMATION**

Include your name, your host supervisor and organization's contact information, and your faculty sponsor's contact information.

#### **II. DESCRIPTION OF PROJECT**

Describe in as much detail as possible your role and your responsibilities while on the internship. List duties, projects to be completed, etc. Describe in as much detail as possible the supervision that will be provided. What kind of instruction, assistance, and consultation will you receive, and from whom?

#### **III. LEARNING OBJECTIVES**

What do you intend to learn through this experience? Be specific. Try to use concrete, measurable terms. How will your internship activities (such as projects, research, report writing, conversations, etc.) help you to meet your learning objectives? What activities away from the internship itself will help you to meet these objectives? What do you need to do in advance of the project itself in order to prepare for it? How will you show that you are aware of what you have learned or that you have achieved your learning objectives?

#### **IV. EVALUATION**

How will your work performance be evaluated? Typically, your faculty sponsor will require you to keep a journal (e.g. written journal, photo journal, art journal), prepare a final report for your internship host, and write another more detailed final report (e.g. reflection essay). Your faculty sponsor will discuss with you his/her expectations and how you will be evaluated.

If during your project you expect to author or create certain products (e.g. press releases, brochures, proposals), then with your host's permission, you will want to give these materials to your faculty sponsor as well.

#### **V. AGREEMENT**

When you and your faculty sponsor have agreed on the details of your learning contract, the document should be *signed and dated by BOTH of you.*