

# INTERNSHIP LEARNING CONTRACT

The Internship Learning Contract is a mutual understanding among the student, the internship site supervisor, and the College of Business. The purpose of this agreement is to allow the student to establish, in conjunction with the supervisor prior to the start of the internship, a plan for the duration of the internship experience.

This document provides a basis for students to discuss with supervisors the opportunities for learning that an organization can provide. The Internship Learning Contract assists the intern in making a meaningful contribution to the organization, as well as setting goals to continue professional growth and development. This document will provide a set of guidelines that will direct the placement experience and allow the College of Business to assess the intern's performance.

<b>STUDENT INFORMATION</b>	
Name:	
Address:	
City, State, Zip:	
Phone:	
Tech E-Mail Address:	
Alternate E-Mail Address:	
Curriculum Major:	
Internship Course(s):	
<b>COMPANY INFORMATION:</b>	
Sponsoring Company Name:	
Company Address:	
Supervisor's Name:	
Supervisor's Phone:	
Supervisor's E-Mail Address:	
<b>INTERNSHIP INFORMATION</b>	
Term of Internship:	
Hours Worked Per Week:	
Starting Date:	
Ending Date:	

## STATEMENT OF WORK AND OBJECTIVES

Describe the jobs, tasks, and projects you will be working on during internship:

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State the educational objectives/ learning goals of the internship:

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List all assignments required to receive academic credit:

1. Serve the minimum hours required at internship site: 150 hours or 300 hours
2. Attend two “check-ins” with the Internship Director
3. Complete a weekly log of activities, projects, and/or assignments
4. Write a six page internship reflection paper
  - a. Experience and Activities: Provide a brief overview of the organization. Describe the activities, projects, and/or assignments performed during the internship and the specific contributions you made in this role.
  - b. Academic Connection: In what ways has this experience related to what you have learned in the classroom? Incorporate theory and concepts from at least three courses from the business curriculum.
  - c. Personal Development: How did your internship help you develop professionally? Describe the skills you acquired or polished during this experience.
5. Intern Assessment Form (Completed by the internship site supervisor)

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Student Intern Signature

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Internship Site Supervisor Signature

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Internship Director Signature