

**INTERNSHIP PROGRAM
 LEARNING AGREEMENT**

Student _____

Phone Number _____ e-mail _____

Major _____ Semester _____ Faculty Advisor _____

Employer _____ Supervisor _____

Learning Objectives:

A statement of what the student intends to learn during the course of the Internship. Objectives should focus on knowledge, skills, personal/professional development or career exploration. They should be specific and should include the development of at least two of the following competencies: professionalism, communication, technology, interpersonal skills, working on a team, leadership skills, and problem solving skills.

INTERNSHIP PROJECT(S)

Describe specific projects(s) that will demonstrate that the student has achieved the objectives listed above. Assignments can be academic in nature (paper, presentation, research) or could be a project that the employer can use after the student has left the worksite. All projects must be agreed upon by the student, internship faculty advisor and employer.

Internship Project #1:

Skills to be developed: _____

Due Date _____

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Internship Project #2 (if applicable):

Skills to be developed: _____

Due Date: _____

JOURNAL: (student will/will not be required to keep a journal)

Journals should be analytical and focus on reflections and attitudes with regard to experiences on the job. Include successes and accomplishments, frustrations and difficulties as well as critical incidents. Student and Co-op Faculty Advisor should agree on the length and frequency of journal entries.

An Evaluation form will be sent to the employer during the internship semester. A final grade will not be submitted until The Career Center has received this written evaluation of the student's performance.

Grading will be determined by the internship faculty advisor.

Internship Faculty Advisor _____ *Date* _____

Internship Student _____ *Date* _____

Internship Work Supervisor _____ *Date* _____

Please print supervisor's name _____ *Student's Salary (when applicable)* _____

Supervisor's e-mail _____ *phone* _____ *fax* _____

For Career Center Only: Career Professional _____ *Entered* _____