

Professional Internship Learning Contract

To Interns: This Learning Contract serves an important purpose for you. It makes clear to your supervisor what you expect to get out of your internship experience, and it outlines what your supervisor will be expecting from you. Please complete it carefully in consultation with your supervisor, sign it, have your supervisor sign it, and return it to Helen Stritzler.

To Supervisors: This Learning Contract serves an important purpose for your intern and for you. It is your opportunity to make clear what you will be requiring of the intern, and it will show you what the intern is hoping to learn at your company. Please read it carefully, making sure you agree with what the student has written, before you sign it.

In order to receive credit for this internship, an evaluation is required by the supervisor. The intern will provide you with an evaluation form for this end-of-the-semester evaluation.

Student Name: _____

Telephone: _____

Address: _____

e-mail address: _____

Internship Organization: _____

Name of Supervisor: _____

Position: _____

Telephone: _____

Address: _____

e-mail address: _____

Days and hours scheduled:

Credits to be awarded for internship (to be filled in by internship director at Adelphi):

Job description (duties, projects you will be working on, etc.)

Supervision and evaluation. Who will be supervising you? What kind of instruction or assistance will you be receiving? How will your work be evaluated? By whom?

Learning objective. What are you hoping to learn through this internship. Be specific. Are there skills you are hoping to acquire or improve? Contacts you want to make? Do you want to know what it is like to work in a particular industry or medium? How will your internship activities enable you to meet your learning objectives?

Student signature:

Date:

Supervisor signature:

Date: