

Creating an Internship Learning Contract

WHAT IS A LEARNING CONTRACT?

A learning contract is an agreement between the intern and employer regarding an internship. It outlines specific guidelines that setup clear expectations for both the intern and the employer. The learning contract may include goals of the intern and employer, statements of the intern's duties and responsibilities, learning goals, a timeline, supervisor's responsibilities and expectations, methods of evaluation, and closing activities.

TAKE A LOOK AT THE MAJOR COMPONENTS OF THE CONTRACT IN DETAIL...

- **LEARNING GOALS:** What are your learning goals and objectives for the internship? Do you intend to:
 - Improve your skills?
 - Learn how to build relationship that will enhance your personal and professional success ?
 - Gain and develop a professional identity?
 - Clarify your career goal?
- **JOB RESPONSIBILITIES:** What kind of tasks will you be responsible for? Will you be required (or given the opportunity) to attend staff meetings, accompany the supervisor on field visits, work on group projects, make presentations, or will you be required to read current trade publications or attend conferences? If applicable, the completion of any academic assignments required by the CSUN academic department sponsoring the student through the internship may be documented in this section. Please remember, it is the student's responsibility to complete such assignments.
- **SUPERVISOR'S RESPONSIBILITIES:** Open communication is highly encouraged between supervisors and intern.
- **EVALUATION METHODS:** Discuss with your Supervisor methods of evaluation .Evaluation forms from your academic department should be given to your supervisor for completion.
- **CLOSING ACTIVITIES:** You may be required to produce a final project or activity to receive academic credit. Work with your supervisor for guidance, presentation preparation and summary of the experience. Finally, close with a debriefing session.



Example of a Learning Contract



Internship Learning Contract

I. Student Information:

Name: _____

Last First Middle

Student ID# _____ Class Year: _____

Current Major/Option _____ Faculty Advisor: _____

II. Organization Information

Internship Organization: _____

Address: _____

Tel: _____ Fax: _____ Web site: _____

Internship Supervisor: _____ Title: _____

Direct Tel: _____ Fax: _____ E-mail: _____

III. The Internship

Internship Title: _____

Dates of internship: Start Date: _____ End Date: _____

Student agrees to work _____ hours a week, for _____ weeks.

Duties and Responsibilities	Learning Goals and Objectives	Evaluation Methods	Closing Activities

IV: Agreement

Student Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Faculty Advisor Signature: _____ Date: _____

Collaboration between you and your supervisor may be best in creating the learning contract. Both student and employer should sign and retain a copy of the contract. If the internship is offered for academic credit an additional University representative signature/copy may be required.