**Desnoes Plus Internship Program**

**Internship Learning Contract**

An internship is a unique learning experience that integrates studies with practical work. This agreement is written by the student in consultation with his/her work supervisor. It shall serve to clarify the educational purpose of the internship and to ensure an understanding of the total learning experience among the principle parties involved.

**Part I: Contact Information**

***Student***

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City, State, Zip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Work Supervisor***

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company/Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Internship Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City, State, Zip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Part II: Learning Objectives/Learning Activities**

**Learning Objectives:** What do you intend to learn, acquire, and clarify through this internship? Try to use concrete, measurable terms in listing your learning objectives under each of the following categories:

* Knowledge and Understanding
* Skills

**Learning Activities:** How will your internship activities enable you to acquire the knowledge/understanding, and skills you listed above?

* On the job: Describe how your internship activities will enable you to meet your learning objectives. Include projects, research, report writing, conversations, etc., which you will do while working, relating them to what you intend to learn.
* Off the job: List reading, writing, contact with faculty supervisor, peer group discussions, field trips, observations, etc., which you will make and carry out in order to help you meet your learning objectives.

**Evaluation:** Your work supervisor will provide a written evaluation of your internship. Describe in detail what other evidence you will provide your faculty supervisor to document what you have learned (e.g. journal, analytic paper, project, descriptive paper, oral presentation, etc.) Include deadline dates.

**Part III: The Internship**

**Job Description:** Describe in as much detail as possible your role and responsibilities while on your internship. List duties, project to be completed, deadlines, etc.

**Supervision:** Describe in as much detail as possible the supervision to be provided at the work site. List what kind of instruction, assistance, consultation you will receive and from whom, etc.

**Evaluation:** How will your work performance be evaluated? By whom? When?

**Part IV: Agreement**

This contract may be terminated or amended by student or work supervisor at any time upon written notice.

Student \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Work Supervisor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_