Internship Learning Contract

OSU Career Development Center

CONTACT INFORMATION

Student:: _____ ID #: _____

Address: _____

Phone:_____E-mail (ONID):_____

Internship Organization: _____

Address: _____

Phone: _____Email:_____

Name of Supervisor: _____ Position: _____

Your Position: _____

Internship Coordinator/Faculty Advisor: _____

Department: _____

Address: _____

Phone: _____Email: _____

Credits to be awarded for internship: _____ _____ _____
(department) (course no.) (no. of credits)

THE INTERNSHIP

JOB DESCRIPTION: Describe in as much detail as possible your role and responsibilities while on your internship. List duties, projects to be completed, deadlines, etc., if relevant.

SUPERVISION: Describe in as much detail as possible the supervision to be provided. What kind of instruction, assistance, consultation, etc., you will receive from whom, etc.

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

LEARNING OBJECTIVES/LEARNING ACTIVITIES/EVALUATION

LEARNING OBJECTIVES: What do you intend to learn through this experience?

The academic component is to be determined by the student with assistance from the Internship Coordinator and Site Supervisor. It is recommended that **two or more learning objectives be identified in each of the following categories**, with specific strategies for each objective, plus at least one method of evaluation for each objective:

1. Academic Learning and Application (i.e. related to the ideas, concepts, or theories of your major or minor field(s) of study and ideas or concepts related to the major/minor's perspective.

2. Skill Development (i.e. skills specific to your academic major/minor or an occupation; and/or general skills such as oral and written communication, critical thinking, problem solving, leadership, technical, etc.)

3. Personal Development (e.g., self-confidence, career awareness, clarification of work and personal values, etc.)

Type and attach a separate sheet with the following information. You can use a table or a text format

Learning Objectives What I want to learn or be able to do	**Learning Tasks & Strategies** How I am going to learn it & what resources I will use	**Evaluation** How I am going to show I learned it (Journal, interview, short papers, annotated bibliography, final paper, etc.)
Academic		
Academic		
Skill Development		
Skill Development		
Personal/Professional Development		
Personal/Professional Development		

Example: **Academic Learning Objective 1:**
Learning how to write a press release: I will use information and resources from marketing classes on writing press releases, show my supervisor a couple of examples of my work and ask permission to create a press release for our upcoming fundraising event. I will write the press release with input from my supervisor and I will ask my supervisor for feedback on my skill development. If required, I will submit my press release to my faculty advisor.

AGREEMENT

This contract may be terminated or amended by student, faculty sponsor or internship supervisor at any time upon written notice, which is received and agreed to by the other two parties.

Student Signature: _____Date:_____

Faculty Signature: _____Date: _____

Internship Supervisor: _____Date: _____