
COTTEY

1000 West Austin, Nevada, Missouri (417) 667-8181

INTERNSHIP LEARNING CONTRACT

The Internship Learning Contract is a mutual understanding among the student, the Internship Site Supervisor and the College (the Faculty Sponsor). The purpose of this agreement is to allow the student to establish, in conjunction with the supervisor, *prior to the start of the Internship*, a plan for the duration of the Internship experience.

The goal of an internship is to enhance the learning experience. This document provides a basis for students to discuss with supervisors the opportunities for learning that an organization can provide. The Internship Learning Contract assists the intern in making a meaningful contribution to the organization, as well as setting goals to continue professional growth and development. *Cottey College reserves the right to approve or reject internship sites and Internship Learning Contracts.*

Student name:

Address during internship:

Phone:

Email:

Student status: First-year, second-semester Second-year
(circle one)

Present GPA: Semester _____
 Cumulative _____

Semester of internship: Fall Spring Summer
(circle one)

Number of semester hours of credit: (1 to 2 during fall/spring; 1 to 3 during summer)

Number of hours anticipated worked per week (or over specified period of time if not carried out over a 15-week semester):

Faculty sponsor:

Internship Information:

Internship site: _____
Address: _____
City: _____ State: _____ Zip: _____
Site supervisor name: _____ Title: _____
Telephone: _____ Fax: _____ Email: _____
Company/Organization's website: _____

Internship description:

Describe the organization and the functions it performs.

Statement of ability:

This statement should provide information about the student’s current skill level and ability (scheduling, etc.) to engage in the internship. It should also reflect any coursework taken that has prepared her for the internship.

Learning objectives:

What knowledge, skills and competencies will the student gain from this experience? What academic knowledge will the student apply during her internship? How will the internship contribute to long-range career goals?

Tasks and strategies:

What job duties will the student perform on the internship? Include student's title and specific list of job responsibilities. Student and on-site supervisor should prepare title and duties with input from the faculty sponsor.

Responsibilities of faculty sponsor:

Responsibilities of internship site supervisors:

Faculty evaluation methods:

Specify documents (journal, paper, portfolio, supervisor evaluations) or other methods of evaluation (student interview, supervisor interview, regular student meetings) that will be used to assess progress and performance. Also list dates of scheduled conferences with faculty supervisor if these will be part of the evaluation.

Signature of Student

Date

Signature of Faculty Member

Date

Signature of Site Supervisor

Date

Signature of Additional Supervisor (if any)

Date

Submit to the Transfer/Career Planning Coordinator _____ Date

Approval of the Academic Committee _____ Date