

II. ACADEMIC INTERNSHIP CONTRACT – LEARNING OBJECTIVES



To be written by student in consultation with both the site supervisor and faculty supervisor and completed within three (3) weeks after internship begins.

Student Intern _____ SS# ____-____-____ Telephone (____) _____ E-mail _____

LC Box # _____ Address _____

Site Supervisor _____ Telephone (____) _____ Title _____

Department _____ Work Site Address _____

Faculty Supervisor _____ Program _____ Telephone (____) _____

(Please type responses. If you prefer, you may type responses on computer and attach to this sheet with signatures).

1. Job Description – Describe in as much detail as possible your role and responsibilities while on your internship.

2. How do you plan to accomplish the following general goals for your internship? Provide specific examples.

A. Gain practical knowledge in your discipline

B. Increase your workplace communication skills

C. Enhance your productive and professional work habits

3. Describe the supervision you receive from your site supervisor.

Which of these have you completed or will you complete for your faculty supervisor?

___ Write a journal reflecting internship experiences ___ Complete an internship project assigned by faculty supervisor

___ Write a final paper reflecting internship experiences ___ Deliver a presentation reflecting internship experiences

___ Meet with faculty supervisor regularly ___ Meet as part of a group with other interns and faculty supervisor
(# of planned meetings ___) regularly (# of planned group meetings ___)

Other _____

Please provide a copy of this typed contract to your faculty supervisor and site supervisor for their review. Signatures on this contract indicate that all parties involved have agreed upon the written goals and described means of fulfilling these goals throughout the duration of the internship.

Student Signature _____ Date _____

Site Supervisor _____ Date _____

Faculty Supervisor _____ Date _____

L.C. Internship Coordinator _____ Date _____