

INTERNSHIP CONTRACT: Human Resource Development, University of Minnesota

Intern: William A. Smith **Student ID#:** 1234567 **Date:** 4/9/10

Home Address: 1046 Jones Road St. Paul MN 55108
Street City State Zip Code

Phone: 651-555-1234 **Email:** anyone@email.com

Company: Widget Inc. **Supervisor:** John Smith

Company Address: 1234 Enterprise Avenue St. Paul MN 55108
Street City State Zip Code

Phone: 651-555-6798 **Web Site:** www.widget.com

Semester/Year Registered: Fall 2010 **Credits:** 6 **Paid:** **Unpaid:**

How was the internship obtained? *(check one)*

U of M Contract: Referred by U of M: Self: Current Employer: Other:

General Description of the Internship Position *(25-50 words)*

Steps of Process and/or Events in Carrying Out the Internship *(8-12 detailed statements - include only HRD steps)*

1. Complete an orientation to Widget HRD department and its expectations
2. Establish need for communication training
3. Develop a detailed plan of work that is operationally and theoretically sound
4. Do a detailed analysis of communication skills subject matter through a literature review
5. Develop a training design and lesson plans
6. Have HRD personnel and managers critique package
7. Pilot test "communication skills" training program using response sheets and follow up interviews with supervisors
8. Revise package based on pilot test
9. Develop an evaluation process to be implemented with training launch
10. _____
11. _____
12. _____

Intern: _____ **Supervisor:** _____ **U of M:** _____
Signature Signature Signature

Phone _____ Date _____ Phone _____ Date _____ Phone _____ Date _____

Fax _____ Fax _____ Fax _____

Email _____ Email _____ Email _____