

Internship Learning Agreement

This learning agreement can be very helpful in clearly defining expectations for both the intern and the internship sponsor. Please discuss the following information with your internship sponsor and complete the form *together* within the first two weeks of your internship. Both parties should keep a copy; revisions may be made as needed with consent. Refer to this document regularly for discussion and monitoring purposes throughout the internship experience.

Intern name: _____

Company/organization: _____

Internship sponsor: _____

Sponsor job title: _____

To the intern: please complete the next question on your own.

What are my learning objectives? (What do I want to learn or be able to do at the end of this internship, e.g., skill development [writing, computer, research, presentation, etc.]; career field knowledge [understanding career occupations, organizational structure, operational procedures, the workplace]; personal development [values, self-management, self-confidence, self-awareness], etc.)

The following sections should be completed by the intern and sponsor.

Internship job responsibilities, tasks, and learning opportunities for the student (please be as specific as possible):

Learning tasks and strategies. What resources can the intern use to learn how to accomplish the intern's learning objectives and complete the duties of the internship (such as activities, readings, mentors, classes/seminars, meetings/conferences, interviews, etc.)?

Evaluation. What methods (formal and informal) will be used to evaluate the intern's learning and progress? How often will evaluations be made? Will a closing activity/final project be used to evaluate the intern's learning? (Examples of closing activity/final project: portfolio of assignments completed throughout the experience, presentation to a group at the end of a project, a paper, a journal.)

Signatures. We have discussed the duties of the internship. We each understand our commitment to our roles as sponsor and intern. We also understand that if any problems or questions arise, we should contact the Internship Coordinator at The University of the South as needed.

Sponsor Signature

Date

Intern Signature

Date

Questions about internships? Contact:

*Internship Coordinator, Career & Leadership Development
The University of the South
735 University Ave.
Sewanee, TN 37383
careers@sewanee.edu
931-598-1121
Fax: 931-598-1166*