

# CAREER SUCCESS CENTER

## INTERNSHIP PROGRAM LEARNING CONTRACT

### I. STUDENT INFORMATION: To be completed by the Student

Please Indicate What Type of Internship: (Check One)

#### Academic Credit Internships

- Paid Internship/For-Credit—Partnership between student and employer strongly related to an academic discipline to gain additional workplace experiences while being paid from employer and receiving course credit from the university.
- Unpaid Internship/For-Credit—Experience strongly related to an academic discipline to be deemed credit worthy, a faculty supervisor is assigned to oversee credit issued.

*If internship is awarded academic credit, tuition is assessed.*

#### Non-Credit Internships: (Skip Section IV. For Non-Credit Internships)

- Paid Internship/Non-Credit—Exist mainly in the private for profit employer sector—students who do not need the college credit are paid to learn specific objectives while they work.
- Unpaid Internship/Non-Credit—Focus on providing a service and gaining degree related on-the-job experience, opportunities are generally unpaid. Unpaid internships typically take place in the non-profit sector.

**\*\*Please note a \$25 processing fee for non-credit internships is required to be recorded on your transcript\*\***

Name	ID#
Address	City, State, Zip
Phone	Email address
Major	Minor
Graduation date	Cumulative GPA
Have you completed a minimum of 60 credit hours? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Completed 6 credit hours within major? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Grade Level: (Check One) <input type="checkbox"/> Freshman <input type="checkbox"/> Sophomore <input type="checkbox"/> Junior <input type="checkbox"/> Senior	

### II. STUDENT LEARNING OBJECTIVES: To be completed by the Student

**Objectives** Your learning objectives are what you want to learn or be able to do by the end of the internship. Decide the areas you want to focus on, and write your specific learning objectives as clearly as you can. Use action verbs to develop your objectives, such as apply, solve, design, develop, present, describe, compile, identify, determine, become familiar with, evaluate, understand, know, procedure, implement, explain, analyze, critique, and compare.

**Tasks and Strategies** After identifying your specific learning objectives, you need to determine how you will accomplish or make progress toward achieving your objectives. Ask yourself: What tasks, projects, or assignments will I do? Who are the people I will work with and what types of resources will I utilize?

**Evaluation** After objectives, tasks and strategies have been determined, you will need to decide how your learning will be documented, assessed, and evaluated.

The methods you choose for showing what you learned will supply the evidence to your faculty supervisor that you have achieved or made progress toward what you set out to learn.

**On-The-Job Learning Objectives** Please list four specific objectives, learning tasks/strategies and evaluations. At the conclusion of your internship you should reflect these outcomes on your resume.

Learning Objectives	Learning Task and Strategies	Evaluation

