



Internship Learning Agreement

Directions:

Save this agreement to your computer first before completing any information to avoid data loss.

- 1. Student:** Complete the form and review it with your Internship Site Supervisor and Faculty Supervisor. Use the *How to Write Objectives* document to assist you with completing objectives. Signs form.
- 2. Internship Site Supervisor:** Reviews agreement and signs/dates.
- 3. Faculty Supervisor:** Reviews agreement and signs/dates.

Student Information:

Intern Name:	UVID:
Email:	Major:

Internship Site Information:

Internship Provider:	Site Supervisor:	
Site Supervisor Email:		
Start Date:	End Date:	Hours Per Week:

Description of Internship:

List your primary learning objectives. Describe what you hope to learn and accomplish from this experience. You are required to complete at least one objective per credit. The number of objectives you wish to establish is not as important as the significance of each objective and the time required to complete them. Refer to the "How To Write Objectives" document as you compile objectives.

OBJECTIVE 1: (What will you do?)

Estimated hours to complete objective:

Date of Completion (Estimated):

Method of Measurement: (How will your site supervisor and/or Faculty Supervisor evaluate your accomplishment? What will be the criteria for the measurement of your success?)

OBJECTIVE 2: (What will you do?)

Estimated hours to complete objective:

Date of Completion (Estimated):

Method of Measurement: (How will your Site Supervisor and/or Faculty Supervisor evaluate your accomplishment? What will be the criteria for the measurement of your success?)

OBJECTIVE 3: (What will you do?)

Estimated hours to complete objective:

Date of Completion (Estimated):

Method of Measurement: (How will your Site Supervisor and/or Faculty Supervisor evaluate your accomplishment? What will be the criteria for the measurement of your success?)

OBJECTIVE 4: (What will you do?)

Estimated hours to complete objective:

Date of Completion (Estimated):

Method of Measurement: (How will your Site Supervisor and/or Faculty Supervisor evaluate your accomplishment? What will be the criteria for the measurement of your success?)

***You may add more objectives. If the objectives change throughout the course of the internship, the student is responsible for revising the objectives and gaining approval from the Site Supervisor and Faculty Supervisor before the end of the internship.*

Description of Internship:

1. Provide a job description outlining your specific responsibilities, project, and/or tasks.
2. How frequently will you receive feedback from your Site Supervisor? When and how will your job performance be evaluated?
3. Provide specific dates when the projects, written work or other culminating activities are due to your Site Supervisor or Faculty Supervisor.
4. Describe your arrangement for contact with your Faculty Supervisor.

Agreement:

Intern: I agree with and accept the academic and work assignments within this agreement. I will complete all work and academic assignment to the best of my ability. I accept the obligation of confidentiality in my work and will familiarize myself with and adhere to the employer's relevant policies/procedures and appropriate standards of ethical conduct.

Site Supervisor: I have discussed this internship with the intern and we have agreed upon the assigned work components appearing above. I agree to meet with the intern regularly to provide assistance, training, and consultation to the intern in order to help them progress toward the aforementioned learning objectives.

Signatures:

Intern _____

Date _____

Site Supervisor _____

Date _____

Faculty Supervisor _____

Date _____