



# WASHINGTON COLLEGE INTERNSHIP LEARNING CONTRACT

*The Learning Contract is the key document in an academic internship. As such, the Learning Contract acts as the course syllabus and outlines the carefully negotiated learning goals, objectives, experiences, and assessment processes that will take place during and after the internship. The student, with guidance from the on-site and faculty supervisors, should complete the Learning Contract prior to beginning the internship experience. Although unforeseen circumstances may require the adjustment of some aspects of the Learning Contract during the internship both the intern and the faculty supervisor will benefit from a thoughtful construction of this document prior to the student undertaking the internship experience.*

## PART I: CONTACT INFORMATION

A. Name: \_\_\_\_\_ Student ID \_\_\_\_\_

Campus (Local) Address:

Internship Address (if different from campus):

\_\_\_\_\_

\_\_\_\_\_

(street)

(street)

\_\_\_\_\_

\_\_\_\_\_

(city)

(state)

(zip)

(city)

(state)

(zip)

\_\_\_\_\_

\_\_\_\_\_

(telephone)

(e-mail)

(telephone)

(e-mail)

B. Internship Organization: \_\_\_\_\_

C. Faculty Sponsor/Adviser: \_\_\_\_\_

Department: \_\_\_\_\_

D. Credits to be awarded for internship: \_\_\_\_\_

(department)

(course no.)

(no. of credits)

## PART II: THE INTERNSHIP (TO BE COMPLETED BY STUDENT IN CONSULTATION WITH THE EMPLOYER AND FACULTY SUPERVISOR)

A. INTERNSHIP DESCRIPTION: List duties, projects to be completed, deadlines as you have discussed them with your internship employer.

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### PART III: APPLYING THEORY TO PRACTICE

#### A. On-The-Job Learning Objectives:

What do you wish to learn through this experience? Be specific. Use concrete, measurable terms.

<b>Learning Objectives</b> What I want to learn or do?	<b>Learning Tasks and Strategies</b> How I am going to learn it and what resources will I use?	<b>Evaluation</b> How will we determine if I have accomplished the learning objective?
Example: To gain experience in crisis intervention on a helpline.	Example: Complete training and answer the helpline for at least 15 crisis calls.	Example: I will document the content of the calls and participate in appropriate supervision by counselors.
1.		
2.		
3.		
4.		
5.		
6.		

#### B. Corollary Academic Learning Objectives: List required readings, writing assignments, etc. you will carry out which will help you meet the learning objectives decided upon by you and your faculty adviser.

<b>Learning Objectives</b> What I want to learn or do?	<b>Learning Tasks and Strategies</b> How I am going to learn it and what resources will I use?	<b>Evaluation</b> How will we determine if I have accomplished the learning objective?
1.		
2.		
3.		
4.		

**PART IV: AGREEMENT**

This contract may be terminated or amended by student, faculty sponsor or internship supervisor at any time upon written notice, which is received and agreed to by the other parties.

**Student Agreement:** My internship supervisor, faculty supervisor, and I discussed the objectives listed for my internship and I believe they are appropriate for my experience.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Supervisor's Agreement:** The student and I discussed the objectives for the internship and I believe that they are appropriate for the experience and I will support the completion of these objectives during the internship.

Site Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

**Faculty Supervisor:** The student and I have discussed the objectives and assignments for this internship. I believe that they are appropriate for academic credit.

Faculty Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

*(Copies of this contract should be distributed to all parties)*