

INTERNSHIP/CO-OP LEARNING AGREEMENT

AN INTENTIONAL FOCUS ON STUDENT LEARNING is what distinguishes internships/co-ops from job assignments. As an intern or co-op student, you should consider yourself a learner first and a contributor second, and if you are receiving credit for your experience, it is important to remember that academic credit is awarded for the learning achieved, not for the work experience alone.

THE PURPOSE OF THIS LEARNING AGREEMENT is to help you think through and develop learning goals prior to the start of your internship/co-op. Identifying what knowledge, behaviors, competencies, technical skills, attitudes, and values YOU wish to develop will allow you to make the most of your experience.

Use the guided practice below to establish quality goals. When ready, complete the Learning Agreement on page two. You are encouraged to discuss these goals with your faculty internship advisor and site supervisor so they know how to best support you in achieving your learning goals.

STEP 1: Brainstorm responses to a few key questions.

- *What do I most want to explore, understand, or learn during my internship?*
- *How would I like to change or be different by the end of my internship?*
- *What will make me more marketable to an employer or graduate school?*

STEP 2: Consider a variety of goals.

Based on your answers and reflections from STEP 1, develop a list of potential goals. Use the Learning Goal Categories to make sure your goals touch on a broad range of learning. *Utilize your position description to help you identify specific responsibilities and tasks you will experience.

Learning Goal Categories:

1. Professional/Career Awareness Goals
Consider how this experience will help you develop professionally.
2. Knowledge Acquisition Goals
Consider how you will acquire new knowledge while also utilizing your past knowledge to succeed.
3. Skill Development Goals
Identify which discipline-specific or transferable skills you hope to develop during this experience.
4. Personal Development Goals
Reflect on potential personal gains you could explore - self-awareness, defining your values systems, increasing self-confidence, developing an ethical perspective, etc.

STEP 3: Develop your goals.

Learning goals should be reflective, intentional, relevant to your internship experience, and complemented with strategies that allow you to work toward your goals. (Minimum of 3 goals and maximum of 5 goals are suggested.)

Here are a few ideas for how to state your learning goals:

"I will demonstrate the ability to..."

"I will apply theory/concepts/learning from ____ course to..."

"I will intentionally explore..."

"I will learn/develop..."

STEP 4: Identify learning strategies to meet your goals and articulate your intended outcomes.

Learning strategies allow you to establish action items to help you achieve your goals. Learning strategies should include specific details on people, resources, and time needed to accomplish your action items. After you've developed your learning goals and strategies to help you accomplish those goals, you will need to articulate your desired outcomes.

STEP 5: Create an accountability plan.

Identify key people who can support you as you pursue your goals. Establish a plan for communication and frequency of "check-ins" throughout the course of your experience. If applicable, establish deadlines for key action items.

INTERNSHIP/CO-OP LEARNING AGREEMENT

| STUDENT INFORMATION | SITE INFORMATION | COURSE DETAILS |
|---------------------|------------------|-----------------------------|
| NAME: | ORGANIZATION: | INTERNSHIP COURSE: |
| STUDENT ID: | POSITION/TITLE: | MAJOR/PROGRAM: |
| EMAIL: | LOCATION: | NUMBER OF CREDITS: |
| PHONE: | SITE SUPERVISOR: | FACULTY INTERNSHIP ADVISOR: |

| LEARNING GOAL <i>"I hope to..."</i> | CATEGORY | LEARNING STRATEGY <i>"This is my strategy for taking action..."</i> | OUTCOMES <i>"I should now be able to..."</i> |
|--|---|--|---|
| #1 | <input type="checkbox"/> Professional/Career Awareness Goal <input type="checkbox"/> Knowledge Acquisition Goal <input type="checkbox"/> Skill Development Goal <input type="checkbox"/> Personal Development Goal | | |
| #2 | <input type="checkbox"/> Professional/Career Awareness Goal <input type="checkbox"/> Knowledge Acquisition Goal <input type="checkbox"/> Skill Development Goal <input type="checkbox"/> Personal Development Goal | | |
| #3 | <input type="checkbox"/> Professional/Career Awareness Goal <input type="checkbox"/> Knowledge Acquisition Goal <input type="checkbox"/> Skill Development Goal <input type="checkbox"/> Personal Development Goal | | |
| #4 | <input type="checkbox"/> Professional/Career Awareness Goal <input type="checkbox"/> Knowledge Acquisition Goal <input type="checkbox"/> Skill Development Goal <input type="checkbox"/> Personal Development Goal | | |
| #5 | <input type="checkbox"/> Professional/Career Awareness Goal <input type="checkbox"/> Knowledge Acquisition Goal <input type="checkbox"/> Skill Development Goal <input type="checkbox"/> Personal Development Goal | | |

ACCOUNTABILITY PLAN:

| GOAL # | POINT OF CONTACT (ADVISOR/SUPERVISOR/SELF/OTHER) | 1 ST CHECK-IN POINT | PROGRESS MADE | 2 ND CHECK-IN POINT | PROGRESS MADE | DATE COMPLETED |
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